طاهر البياتي

اللغة الانكليزية

بطريقة مبسطة

للقراء بمستوى الابتدائية والمتوسطة
والاعدادية
ولمن يريد تعلم اللغة الانكليزية

قواعد
تمارين
كتابة الرسائل
امثال شعبية
حزورات
ترجمة
مصطلحات

هذا الكتاب عرض في المعرض الدولي للكتاب في القاهرة
وعليه طلب من قبل الجالية العربية في بعض الدول الاوربية
وامريكا واسترالية ونيوزيلنده

الجزء الرابع

TAHIR AL BAYATI

ENGLISH IN A SIMPLIFIED WAY

Grammar

Drills

Letter Writing

Proverbs

Riddles

Translation

Ldioms

This book has been displayed in the international book-show in Cairo. It is in demand by the Arab community in some European countries, America, Australia and NewZealand.

2. He has not sent me a letter since he lived in Cairo. القاهرة

b. 'For' is used to express a period of time. It may be used with all tenses such as the present perfect, simple past or future.

كلمة for تعني (المدة) وتذكر بعدها فترة زمنية إذ تُستعمل for قبل كلمة hour واجزائها.مثل :

for half an hour, for one hour

وتستعمل for قبل الارقام مثل, for one day, for ten weeks, for five minutes, for two hours,

for four years, for six months, for several years, for a few days, for many nights,

وتستعمل for قبل the last مثل: for the last three weeks, for the last nine months,

وتستعمل for مع for ages, for a long time (معناها لوقت طويل). for hours, for years, for months

لاحظ انه مع كلمة for يمكن استعمال كافة الازمنة كالمضارع التام و الماضي والمستقبل. مثل :

The doctor has been in the hospital for five hours.

Mr James lived in Italy for eleven months.

I haven't received a fax from him for a week.

Vivian is going to study medicine for six years.

ملاحظة : اذا كان لديك تمرين يتطلب إملاء الفراغات بـ since او for فان ذلك مشروح اعلاه. اما اذا كان الفراغ مذكوراً بعد الزمن، ضع الظرف ago في الفراغ ويكون الفعل مع ago دائماً في الماضي. مثل :

The satellite started sending back TV programmes a few months ago.

بدأ القمر الصناعي بأرسال برامج التلفزيون (قبل) اشهر قليلة.

Two days ago I saw a film called 'Open sesame!' افتح ياسمسم !

7 . The Present Perfect Continuous Tense: **زمن المضارع التام المستمر :**

a . To form this tense, "have been" or "has been" is used followed by present participle.

لتكوين المضارع التام المستمر تُستعمل **have been, has been** يتبعها اسم الفاعل . مثل :

have been working, has been waiting. . .

b . The present perfect continuous is used to show that an action began in the past and is still going on at present. "Since" or "for" is usually used with this tense.

يُستعمل هذا الزمن للتعبير عن حدث ابتدأ في الماضي وما زال مستمرا حتى الوقت الحاضر وتُستعمل كلمتي **since** أو **for** مع هذا الزمن.

والافعال التي تستعمل مع هذا الزمن تدل عادة على الاستمرار . مثل :

rain, wait, sleep, swim, study, work, read, live, sit. .

e. g. 1 . It has been raining since yesterday.

2 . They have been swimming for the last two hours.

Exercise 47

Put the verbs in the correct tense: ضع الافعال في الزمن الصحيح :

1 . The plane for Basrah just (take) off.

2 . My brother (work) in this bank since last year.

3 . We (live) in this house for the last seven years.

4 . The film (start) yet?

5 . My sister (join) the university quite recently.

6 . The bell (not ring) yet.

7 . I just (have) a letter from him saying that he (arrive) next week.

8 . The pupils (sit) for the examination since eight o'clock.

9 . We (wait) for you for half an hour.

10 . Yes, mother is at home. She just (arrive).

11. Mr. Nabeel (receive) the visitors every Friday.

12 . We haven't visited her since she (recover).

13 . My brother never (be) to Paris.

14 . Mother (hide) the gold ring in the drawer already.

15 . You ever (hear) such an amusing story?

16 . It (be) hot in recent weeks.

17. The holiday usually (begin) in June.

18. I (draw) the money from the bank tomorrow.

19 . We (know) each other for years.

20 . I (not see) you for ages. لوقت طويل

Exercise 48

Add "since" or "for": اضف since أو for :

1 . They have been making cars --- 1930.

2 . My uncle lived in Lebanon --- two years.

3 . I haven't written him a letter --- months.

4 . Her father has been working in this office --- the last ten years.

5 . Selma hasn't bought a new dress --- last year.

6 . This engineer worked in the factory --- more than eight years.

7 . It has been raining --- breakfast.

8 . His brother studied engineering in England --- four years.

9 . This merchant has been doing business with the company --- years.

10 . Where have you been --- yesterday?

11 . We haven't had any news from him --- a long time.

12 . The children have been playing in the garden --- one o'clock.

13 . My uncle has been sitting at the table --- one hour.

14 . I'll stay in Doha --- at least three weeks.

15 . It has been very cold --- the beginning of the month.

16 . I haven't ridden a bicycle --- I was a little boy.

17 . They have been climbing the mountain --- an hour and a half.

18 . They have been quite happy --- they got married.

19 . There hasn't been a bus --- the last twenty minutes.

20 . He has been sleeping --- seven hours.

21 . We've had no rain --- March.

22 . He hasn't been here --- three days.

8 . The Past Perfect Tense: **زمن الماضي التام :**

a . To form this tense, "had" is used followed by past participle.

لتكوين الماضي التام يستعمل الفعل had يتبعه التصريف الثالث للفعل مثل.

had been, had put, had sold, had worked, had seen . . .

b . When two actions happen in the past, the past perfect is used for the first action and the past tense for the second.

اذا وقع حدثان في الماضي ، فالحدث الذي حصل اولا يوضع في الماضي التام ، ويوضع الحدث الثاني في الماضي البسيط .

و تستعمل عادة كلمتي after ، before مع هذا الزمن . أمثلة :

1- After I (put) out the light, I went to bed.
After I had put out the light, I went to bed. الجواب

2- He (leave) for London after he (get) the passport yesterday.
He left for London after he had got the passport yesterday. الجواب

الشرح: عند التحدث أو الكتابة عن الماضي يكون الفعل بعد **after** ماضيا تاماً (أي نـذكر **had** يتبعه التصريف الثالث **p.p.**) ويسمى كذلك اسم المفعول بينما يكون الفعل الأخر ماضياً بسيطاً.

3- Before he (arrive) at the airport, the plane had already taken off.
Before he arrived at the airport, the plane had already taken off.

4- Two days ago Hashim (check) his car engine before he (drive) for Basrah.
Two days ago Hashim had checked his car engine before he drove for Basrah. الجواب

الشرح: يكون الفعل بعد **before** ماضيا بسيطاً و أما الفعل الأخر فيكون ماضياً تاماً.

تنبيه: إذا حصل الحدثان في نفس الوقت فإن الفعلين يكونان عادة في الماضي البسيط. مثال:

The butcher went home after he closed his shop.

ملاحظة: يستعمل الماضي التام إذا كان التمني يُشير إلى الماضي. مثال:

I wish I had not eaten so much.

Note the following patterns:

لاحظ النماذج التالية: **had had, has had, have had** أمثلة:

I <u>have had</u> my lunch already. تناولت غدائي

Diana <u>has had</u> a letter from her friend. أستلمت

Oliver said he <u>had had</u> a pleasant holiday. تمتع

الشرح: الأفعال **had, has, have** المذكورة على جهة اليسار هي أفعال مساعدة لا معنى لهـا (و ليس معناها يملك) لإن التصريف الثالث ذُكر بعدها.

الفعل **had** المذكور على جهة اليمين هو التصريف الثالث (إسم المفعـول) لإن **had, has, have** قد سبقته و يكون معناه حسب مقتضى الجملة مثل: تناول، أستلم، تمتع، حصل، لاقى .....

Exercise 49: Put the verbs in the right tense: ضع الأفعال بالزمن الصحيح:

1-Sonia (do) her homework before she (listen) to some music last night.
2- After I (have) my dinner yesterday evening, I (watch) TV.
3- Yesterday before Ammar (reach) school, the bell (ring).

4 . The farmer (return) to his village after he (sell) his fruit yesterday.

5 . Last night the thieves (run) away before the police (arrive).

6.-Laith (be) in Kuwait before he came to Basrah.

Exercise 50

Use the words in brackets instead of the words in bold type and make any necessary changes:

استعمل الكلمات بين القوسين بدلا من الكلمات البارزة واعمل التغييرات الضرورية :

Example a . I **always** go to school by bus. (yesterday)

b : I went to school by bus yesterday.

1 . Mr. Yousif arrived in Kuwait **yesterday**. (tomorrow)

2 . The class **usually** begins at eight o'clock. (last n nth)

3 . We **sometimes** visit Babylon. (lately)

4 . She had a tooth pulled out **yesterday**. (next week)

5 . It is possible to get meat at this shop **every day**. (last week)

6 . They came here **last week**, didn't they? (tomorrow)

7 . Maha had milk for supper **last night**. (every evening)

8 . He **often** makes mistakes. (when he was at school)

9 . Did you go for a walk **yesterday afternoon?** (tomorrow evening)

10 . The girls sang some old songs **yesterday**. (now)

11 . She took her medicine **ten minutes ago**. (just)

12 . There are a lot of people at the station **today**. (yesterday)

13 . I have drawn this picture **already**. (a couple of days ago)

14 . Jane played with her cat **yesterday**. (every day)

15 . Does your sister **always** go to bed early? (last night)

16 . They will have a tea party **tomorrow**. (last Thursday)

17 . Prices have gone up **during the last few weeks**. (next month)

18 . They have **just** done the work. (three hours ago)

19 . It didn't cost too much **a week ago**. (tomorrow)

20 . We've **already** climbed the mountain. (tomorrow morning)

21 . The train for Mosul is leaving **now**. (an hour ago)

22 . That student doesn't **always** come to the club. (last Friday)

23 . Mother is going to the office **now**. (every day)

24 . He cleans his teeth **every day**. (now)

25 . They were busy **yesterday**. (next Sur

Exercise 51

Put the verbs in the right tense: ضع الافعال في الزمن الصحيح :

1 . My cousin (study) medicine in Baghdad next year.

2 . Mr Brown normally (open) his shop at nine.

3 . It (be) cold since yesterday.

4 . Suha (not do) her duty yet.

5 . My father (buy) this pen three days ago and I (use) it already.

6 . It (rain) heavily when they (set) out for the village. قرية

7 . The next plane for Rome (leave) tomorrow.

8 . The police (catch) the thief before he (get) away. هرب

9 . Mr. Nabeel (go) to the seaside every summer.

10 . When he saw me, he (not know) me because he (not wear) his glasses.

11 . I usually (take) my lunch at home.

12 . How often you (speak) to him recently?

13 . You ever (be) to the zoo? Yes, I (be) there last Friday. I (go) there nearly every month.

14 . He (find) his lost watch ten minutes ago.

15 . A bird (lay) eggs.

16 . Your brother (get) a job yet?

17 . I (call) on you last night but you (be) out.

18 . My father usually (have) milk for breakfast but today he (have) coffee.

19 . Last year they (buy) this house and (live) in it.

20 . He (not send) me a letter since he (leave) Iraq.

21 . No, she isn't at home. She just (go) out.

22 . I generally (drink) my tea with milk.

23 . She (not have) a holiday for four years.

24 . A boy (jump) off the tram while it (move) and (not notice) that a car (come).

25 . Muna sometimes (read) short stories.

26 . How long ago you (arrive) here?

27 . There (be) a football match last Friday.

28 . It is time you (take) your medicine.

29 . You (buy) English magazines? مجلات

30 . When I (hear) the astonishing news, I (phone) him.

31 . My sister (be) in the kitchen now; she (wash) up the dishes. الصحون

32 . You (change) a great deal since I (see) you last.

33 . We (have) a holiday next week.

34 . The children (eat) some food now because they (be) hungry.

35 . I (stand) here for nearly half an hour, but the bus (not come) yet.

36 . You (wear) a new coat when I (meet) you yesterday.

Exercise 52

Supply the right tense: ضع الزمن الصحيح للافعال :

1 . I (see) your sister yesterday. She (look) at the shop windows.

2 . --- the plane from Kuwait --- yet? (land)

3 . We (sit) for the final examination next week .

4 . Tom (grow) very tall lately. حديثاً

5 . I (sit) in the garden yesterday when the servant (come) and (say) that a visitor (wait) for me.

6 . Where you (be) yesterday?

7 . We (go) for a walk after the rain (stop) yesterday .

8 . As Tom (ride) his bicycle, he (fall) down and (hurt) his hand.

9 . Who you (see) at the party last night?

10 . Before you arrived, I (finish) reading the book.

11 . Look! A man (run) after the bus. He (want) to catch it.

12 . "What you (do) now?" "I (look) at television.

13 . After he (sell) his old car last month, he (buy) a new one.

14 . As he (drive) his car fast, a cyclist suddenly (appear) before him.

15 . She (type) all the letters before she left the office

16 . Mary (not be) to our house since her return.

17. This clock (strike) every hour .

18 . He wishes he (know) the answer.

19 . Mr. John (go) for a picnic with his family every week - end.

20 . When he (be) in Basrah last week, he (think) of travelling to Kuwait.

21 . Two days ago some thieves (steal) a lot of jewels after they (break) into the bank.

22 . When the telephone (ring), I (have) a bath.

23 . It (be) my constant wish to visit Spain since I was a boy.

24 . It is time you (pay) the shopkeeper.

25 . Yesterday I (watch) the girls while they (play) volleyball. كرة الطائرة

26 . When the firemen arrived, the fire (burn) fiercely; it (take) them two hours put it out. If they (come) earlier, the damage (not be) so great.

27 . While the teacher (read), the girls (listen) to her.

28 . After my sister (get) the money yesterday, she (go) shopping.

29 . Last night while I (sleep), a thief (get) into my house by the window, so I (hurry) to phone the police who (arrive) soon and (arrest) him while he (try) to escape. He (stay) at the police - station now.

30 . "What you (look) for?" "I (lose) my purse near here and (want) to find it before it (get) dark". "When you (lose) it?" "I think that I (drop) it when I (go) to school this morning."

31 . I— — — dinner with him tomorrow.(have)

32 . Three days ago an accident (take place). As Yousif (cross) the road, a car (hit) him and (break) his leg. We (carry) him to a nearby hospital where a doctor (treat) him. Since then he (be) in bed. The doctor says that he (get) better and perhaps (leave) bed next week.

33 . The child --- on the floor now. (lie).

34 . Did he leave the office late? No, he ---. He --- the office early.

35 . Do you like tennis? No, I --- but my sister ---.

36 . Would you like to breakfast with me? No, thank you. I --- ten minutes ago. (breakfast).

37 . He (meet) his friend once a week, but he (not see) him for a long time.

Exercise 53

Choose the right answer: اختر الجواب الصحيح :

1 . My uncle --- for Jeddah last Monday. (a) leaves (b) will leave (c) left (d) is leaving.

2 . I just --- him about it. (tell, have told, telling, tells)

3 . Mother --- some meat already. (a) buys (b) will buy (c) has bought (d) buy.

4 . A couple of days ago we --- a tea party. (have, had, will have, are having).

5 . Letters ----- usually sent by air. (is, am, was, are)

6 . The telephone (rang, ring, rung, is ringing) now.

7 . People --- thin clothes in summer. (a) wear (b) wears (c) to wear (d) are wearing

8 . Yesterday there (was, will be, are, were) a lot of people at the stadium. الملعب

9 . The guests --- yet. (a) will arrive (b) have arrived (c) haven't arrived (d) arrives

10 . The milkman --- to our house every morning. (come, comes, to come, ooming)

11 . He usually --- to the office by bus. (go, is going, have gone, goes)

12 . I (not call, will not call, have not called, do not call) on him since he (lives, lived, live, will live) near our house.

13 . What is the lawyer doing now? He --- the papers.
(a) will study (b) studies (c) is studying (d) has studied

14 . --- you listen to the news on the radio last night? (were, do, did, have)

15 . I occasionally --- him in the car park. (meets, meeting, meet, am meeting)

16 . I haven't written to my cousin ------. (a) three months ago (b) since three months (c) before three months (d) for three months

17 . We sometimes (has visited, visits, are visiting, visit) the Science Museum.

18 . He often --- a walk in the evening (have, having , has, to have)

19 . It --- raining yet. (hasn't stopped, stops, stopped, has stopped)

20 . I --- the letter three days ago. (a) was posted (b) post (c) have posted (d) posted

21 . I wish I (can, may, could, will) meet him tomorrow

22 . It's time you (give, gives, gave, are giving) the baby its food now.

23 . Where will you travel next summer? I --- to Europe. (travel, travelled, have travelled, will travel)

24 . What did Suha do last night? She --- at the TV. (looks, will look, looked, has looked)

25 . He hasn't finished the work ---. (ago, already, just, yet)

26 . He works as if he (is, are, be, were) a machine.

27 . My father is going to leave for Lebanon ----. (a) last month (b) yesterday (c) tomorrow (d) a week ago.

28 . A month --- we visited Babylon. (since, before, ago, for)

29 . He is ill. He wishes he (is, are, am, were) quite well.

30 . It has been hot --- the last three weeks. (a) before (b) ago (c) for (d) since.

31 . Tom is fat. He wishes he ---. (a) can't (b) isn't (c) weren't (d) won't

32 . The tourists haven't time to visit Babylon. They wish they (have, has, will have, had) time.

33 . He has left for London ---. (tomorrow, yesterday, last month, recently)

34 . He --- goes for a walk in the evening. (last night, now, sometimes, next week)

Passive Voice المبني للمجهول

اولاً اليك هذه الملاحظة : تتكون الجملة في اللغة الانكليزية عادة من :

1. الفاعل 2. الفعل 3. المفعول به 4. التكملة

مثال : They sell eggs at this shop.

They	sell	eggs	at this shop.
الفاعل	الفعل	المفعول به	التكملة
1	2	3	4

First Pattern: (المضارع Present) النموذج الاول : امثلة :

1 . They sell eggs at this shop. (active voice) المبني للمعلوم

Eggs are sold at this shop. (passive voice) المبني للمجهول

2 . People drink a lot of water in summer. (active)

A lot of water is drunk in summer. (passive)

3 . He asks me to be there at six. (active)

I am asked to be there at six. (passive)

A sentence in the active voice is changed to the passive voice as follows:

لتغيير جملة من المبني للمعلوم الى المبني للمجهول :

1 . Make the active object into the passive subject.

2 . Write down "verb to be" in the same tense of the active verb followed by the past participle of the active verb.

If the active verb is in the present, "am, is" or "are" is used followed by the past participle of the active verb.

1. نضع في بداية الجملة المبني للمجهول ويصبح نائب فاعل

لاحظ ان المفعول به يأتي بعد الفعل المبني لمعلوم مباشرة ويكون اما كلمةواحدة او عدة كلمات.

2. اذا كان الفعل المبني للمعلوم مضارعاً نستعمل are is , am (يجب يطابق نائب الفاعل) كما يلي: you are , I am ونذكر is مع النائب الفاعل المفرد ونذكر are مع النائب الفعل الجمع ثم نغير الفعل المضارع الى التصريف الثالث للفعل راجع موضوع (الافعال القياسية والشاذة) في نهاية الكتاب.

3. If the active subject is of importance, it is used after the prepostion "by"

٣ . اذا كان الفاعل في جملة المبني للمعلوم ذا اهمية فيذكر بعد حرف الجر by ,والا يهمل .

عند وجود تكملة في جملة المبني للمعلوم فانها تذكر في جملة المبني المجهول .

ان الضمير ME قد أصبح I في المبني للمجهول وذلك حسب جدول الضمائر الآتي :

Subject فاعل		Object مفعول به
I	يصبح	me
You	يبقى	you
He	يصبح	him
She	يصبح	her
It	يبقى	it
We	يصبح	us
They	يصبح	them

Second Pattern: **(Past الماضي)** النموذج الثاني: مثالان:

1-A thief stole her hand bag yesterday. (active) المعلوم

Her hand bag was stolen yesterday. (passive) المجهول

2-The hunter killed two lions. (active)

Two lions were killed by the hunter. (passive)

If the active verb is in the past, 'was' or 'were' is used followed by the past participle of the active verb.

إذا كان الفعل المبني للمعلوم ماضياً تذكر في المبني للمجهول **was** أو **were** بحيث يطابق نائب الفاعل كما يلي

I was ، **you were** و تذكر **was** مع النائب الفاعل المفرد و تذكر **were** مع النائب الفاعل الجمع ثم تغير الفعل الماضي إلى التصريف الثالث

لمعرفة الفعل الماضي فهو إما أن ينتهي بـ **ed** المضافة مثل **killed** ، **needed** أو تجده في العمود الثاني بين الافعال الشاذة في نهاية هذا الكتاب.

لاحظ عند وجود ظرف يدل على الماضي مثل **last week, last year, two days ago, yesterday**

فان الفعل في المبني للمجهول يكون ماضيا أي تذكر **was** أو **were** يتبعه التصريف الثالث (اسم المفعول)

e.g.: -The house (was build, were built, is built, was built) three years ago.

The house was built ... e years ago. الجواب

ملاحظة: بعض الأفعال تتشابه في المضارع و الماضي فإذا كان الفاعل **it, she.** أو كان اسماً مفرداً و كان الفعل لا ينتهي بـ s الشخص الثالث فهو فعل ماض مثل:

She cut, He put, He hit, The boy shut, The man beat ...

e.g.: -She put the meat in the oven. الفرن **(active)**

The meat was put in the oven. (passive)

Third Pattern: **(Future المستقبل)** النموذج الثالث ...

1- They will send him to London next month. (active)

He will be sent to London next month. (passive)

2 - We shall take the boys to the zoo tomorrow. (active) المعلوم

The boys will be taken to the zoo tomorrow. (passive) المجهول

If the sentence contains a defective verb, use the same defective verb followed by 'be' and the past participle of the verb.

إذا إحتوت الجملة على أحد الأفعال الناقصة التالية في المثبت أو النفي:

will, would, shall, should, can, can't, could, may, might, must, ought to

بعد المصدر (الفعل المضارع)، إذكر في المبني للمجهول نفس الفعل الناقص و أضف **be** ثم حول المصدر إلى التصريف الثالث (اسم المفعول) مثال

Active المعلوم	Passive المجهول	Active المعلوم	Passive المجهول
will see	will be seen	can make	can be made
shall ask	will be asked	must do	must be done
should take	should be taken	ought to give	ought to be given

تنبيه الفعل **shall** يصبح عادة **will** في المبني للمجهول بموجب نائب الفاعل

اذا احتوت الجملة على ظرف يدل على مستقبل مثل **next week, next month, tomorrow** فإن الفعل في المبني للمجهول يكون في المستقبل

لاحظ عند وجود **going to** في المبني للمعلوم فإنها تذكر في المبني للمجهول و يضاف بعدها **be** و يحول الفعل الى التصريف الثالث (اسم المفعول) مثل

-They are going to sell the flat next year. (active) المعلوم

The flat is going to be sold next year. (passive) المجهول

-She is going to keep the eggs in the fridge. الثلاجة (active)

The eggs are going to be kept in the fridge. (passive)

Fourth Pattern: (Continuous المستمر) النموذج الرابع وامثله

(a) –She is washing up the dishes now. (active) المعلوم

The dishes are being washed up now. (passive) المجهول

They are sweeping the floor. يكنسون ارض الغرفة (active)

The floor is being swept. (passive)

If the active verb is in the present continuous tense, 'is being' or 'are being' is used followed by the past participle of the verb.

إذا كان اذا كان الفعل في المبني للمعلوم مكونا من is, are مع صيغة الـ ing فإننا نذكر في المبني للمجهول is being مع المفرد و are being مع الجمع مطابقة لنائب الفاعل و نحذف الـ ing و نغير الفعل الى التصريف الثالث

(b) –He was feeding the chickens. كان يطعم الدجاج (active)

The chickens were being fed. (passive)

If the active verb is in the past continuous, "was being" or "were being" is used followed by the past participle of the active verb.

اذا كان الفعل المبني للمعلوم مكونا من were, was تتبعه صيغة الـ ing تستعمل في المبني للمجهول was being أو were being (مطابقا لنائب الفاعل). وتحذف الـ ing وتحوّل الفعل الى اسم المفعول .

Fifth Pattern: (Present Perfect المضارع التام) النموذج الخامس : مثلاً :

1 . He has grown some flowers in the garden. (active)

Some flowers have been grown in the garden. (passive)

2 . They have repaired your car. (active)

Your car has been repaired. (passive)

If the active verb is in the present perfect, "has been" or "have been" is used followed by the past participle of the active verb.

اذا كان الفعل المبني للمعلوم مكوّنا من has, have يتبعه اسم المفعول ، تستعمل في المبني للمجهول has been أو have been (مطابقا لنائب الفاعل) وتستعمل نفس اسم المفعول المذكور بعد have, has .

لاحظ أن has, have تُستعمل كما يلي : you have, I have وتُستعمل has مع الفاعل المفرد و have مع الفاعل الجمع .

3 . He said that nobody had found his lost watch. (active)

He said that his lost watch had not been found. (passive)

عند وجود had يتبعه اسم المفعول ، تستعمل في المبني للمجهول had been ونذكر نفس اسم المفعول .

تنبيه : عند وجود nobody, no one يكون الفعل في المبني للمجهول منفيا .

Note: They gave her a prize. (active)

She was given a prize. (passive) (or) A prize was given to her.

احياناً تحتوي جملة المبني للمعلوم على مفعولين ، وفي المبني للمجهول يُقدم المفعول به الاول على الاغلب .

Exercise 54

Change into the passive voice: حوّل الجُمل التالية الى المبني للمجهول :

1 . They make these cars in Japan.
2 . We saw him sitting by the river.
3 . I know his address.
4 . You can buy newspapers at this shop.
5 . People use boats for travelling.

6 . The farmers are gathering the oranges now.
7 . He could save the child from the river.
8 . She cut the apple with this knife.
9 . We should write letters in ink.
10 . She read the letter aloud.
11 . He advises me to go by air.
12 . Iraq exports a lot of oil to Europe.
13 . They provided the new house with furniture.
14 . You must bring those chairs inside.
15 . I can answer this question in another way.
16 . They were singing an old song when I arrived.
17 . He shut the door noisily. بضوضاء
18 . We heard a loud cry in the middle of the night.
19 . You ought to sign this paper.
20 . People wear woollen clothes in winter.
21 . This film will amaze them.
22 . They serve fish at this restaurant. مطعم
23 . They did the work rather badly.
24 . Two days ago a thief robbed my uncle of his watch.
25 . They dig wells to get water.
26 . Someone put the kettle on the fire.
27 . I have lost the key of the door.
28 . Somebody has spilt a lot of ink on the floor.
29 . People speak English all over the world.
30 . He wrote this letter last night.
31 . I shall post it tomorrow.
32 . He ordered the people to work harder.
33 . She drew a large map of Asia.
34 . She keeps the bread in this drawer.
35 . Someone has invited you to lunch tomorrow.

36 . The boy in the corner won the first medal.

37 . People visit Babylon every day.

38 . They will hold the meeting at the same place and time

39 . Somebody threw a stone at your window.

40 . People will forget it in a few years' time.

41 . They do experiments on animals.

42 He let me in.

43 . People tell many stories about animals.

44 . She showed them the new baby.

45 . Men drive trains very slowly along this part of the line.

46 . You can't find the key in this drawer.

Exercise 55

Turn the following sentences into the passive voice:

حوّل الجُمل التالية الى المبني للمجهول :

1 . You must study these papers carefully.

2 . On Thursdays he pays the workers.

3 He spread the files on the table.

4 Those teachers have set the questions.

5 . They washed the fruit and ate it.

6 She spent all the money on clothes.

7 . He tore the old papers.

8 . The police will catch the thief sooner or later. عاجلاً او آجلاً

9 . He shot two birds.

10 . Someone hit him hard on the head.

11 . They teach driving cars at this office.

12 . Someone left the light on all night.

13 . They cross busy streets with care.

14 . People will laugh at you if you wear a hat like that.

15 . They call this river the Tigris. نهر دجلة

16 . He said that nobody had cut down the tall tree.

17 . In 1492 Columbus discovered America.

18 . I asked if they had sold my old car.

19 . No one has cleaned my shoes.

20 . They will give the farmers new tractors.

21 . She told us an interesting story.

22 . They import tea from India.

23 . The teacher will punish the boys who come late.

24 . A dog bit her in the leg.

25 . They collect the letters four times a day.

26 . He beat the horse hard.

27 . They needn't stop the work.

28 . He hurt his leg in an accident. حادث

29 . Someone wants you to help lay the table.

30 . They asked us to be there at one o'clock.

Exercise 56

Choose the right answer: اختر الجواب الصحيح :

1 . **The letter — — — today.**

a) must (b) must be (c) must be posted (d) must post

2. **This notice — — — by Maha.**

(a) have been typed (b) typed (c) type (d) has been typed

3 . The report — — — four days ago.

(a) were written (b) was written (c) wrote (d) written

4 . **Chairs are usually— — — of wood.**

a) make (b) making (c) made (d) makes

5 . **This food — — — well.**

a) are cooked (b) cooked (c) cook (d) is cooked

6 . The cups --- by the child. (broken, was broken, is broken, were broken)

7 . Rice --- in Iraq. (grow, grown, are grown, is grown)

8 . Children (is sent, are send, are sent, was sent) to school every day.

9 . All the letters (have been post, has been posted, have being posted, have been posted) already.

10 . A lot of cars (are import, are imported, is imported, imported) from France every year.

11 . The work --- properly. (must be do, must be done, must done, must do).

12 . The boxes (were fill, was filled, were filling, were filled) with Iraqi dates.

13 . The damaged car (was repaired, has been repaired, will be repaired, is repaired) tomorrow.

14. These trees (are planted, is planted, was planted, were planted) last week.

Notes: ملاحظات :

1 . He told me that a thief had stolen his car. (active)

I was told that his car had been stolen. (passive)

احيانا توجد جملتان في المبني للمعلوم فتحولان الى المبني للمجهول .

2 . Girls do not play football. (active)

Football is not played by girls. (passive)

عند وجود does not, do not احذف does, do في المبني المجهول واستعمل are, is, am (مطابقا لنائب الفاعل) وضع not ثم حَوِّل الفعل الى اسم المفعول .

3 . He did not hang the picture over the mirror. (active)

The picture was not hung over the mirror. (passive)

عند وجود did not احذف did في المبني للمجهول واستعمل were, was (مطابقا لنائب الفاعل) وضع not ثم حَوِّل الفعل الى اسم المفعول .

4 . We shall not do it tomorrow. (active)

It will not be done tomorrow. (passive)

5 She is not milking the cow now. (active)

The cow is not being milked now. (passive)

6 . He has not solved the problem yet. (active)

The problem has not been solved yet. (passive)

اذا كان الفعل منفيا ، حوّل الجملة الى المبني للمجهول حسب الشرح السابق وضع not بعد الفعل الاول .

7 . Where do we find oil? (active)

Where is oil found? (passive)

اذا بدأ السؤال باداة استفهامية ، استعمل نفس الاداة في المبني للمجهول .

اذا احتوى السؤال على does, do قبل الفاعل ، احذفها في المبني للمجهول واستعمل are, is (مطابقا لنائب الفاعل) ثم ضع المفعول به وحوّل الفعل الى اسم المفعول التصريف الثالث للفعل .

8 . Did he do the work carefully?

Was the work done carefully?

اذا احتوى السؤال على did قبل الفاعل ، احذف did في المبني المجهول واستعمل were, was (مطابقا لنائب الفاعل) ثم ضع المفعول به وحوّل الفعل الى اسم المفعول التصريف الثالث للفعل .

9 . How can I open this box? (active)

How can this box be opened? (passive)

اذا احتوى السؤال على فعل ناقص مثل must, will, can . . . استعمله في المبني للمجهول وضع بعده المفعول به ثم اضف be وحوّل المصدر الى اسم المفعول التصريف الثالث للفعل .

10 . Are they making a new plan now? (active)

Is a new plan being made now? (passive)

اذا احتوى السؤال على are, is أو were, was تتبعه صيغة الـ ing استعمل في المبني للمجهول are, is أو were, was (مطابقا لنائب الفاعل) وضع بعده المفعول به واضف being واحذف الـ ing وحوّل الفعل الى اسم المفعول التصريف الثالث للفعل .

11 . Where have they left your luggage? (active)

Where has your luggage been left? (passive)

اذا احتوى السؤال على have, has يتبعه اسم المفعول ، استعمل في المبني للمجهول have, has (مطابقا لنائب الفاعل) ثم ضع المفعول به واضف been واستعمل اسم المفعول نفسه .

12 . Who wrote this letter? (active)

By whom was this letter written? (passive)

تحوّل Who الى By whom وضع فعل الكينونة في نفس زمن الفعل المعلوم ومطابقا لنائب الفاعل ، ثم اذكر المفعول به وحوّل الفعل الى اسم المفعول التصريف الثالث للفعل .

13 . Keep these papers in the drawer. (active)

Let these papers be kept in the drawer. (passive)

لتغيير فعل الامر الى المبني للمجهول . ضع Let واذكر المفعول به ثم اضف be وحوّل فعل الامر الى اسم المفعول التصريف الثالث للفعل .

Exercise 57

Change the following sentences into the passive voice:

حوّل الجُمل التالية الى المبني للمجهول :

1 . You must not throw away empty bottles.
2 . Butchers do not sell bread.
3 . Close all the windows.
4 . They did not allow the children to go alone.
5 . If you do not carry it carefully, you will drop it. (two passives)
6 . When do the farmers usually cut the dates?
7 . Have they questioned him yet?
8 . Post this letter today.
9 . When will they rent the new house?
10 . Did they ask you to get four tickets?
11 . We must not light a fire here.
12 . Who brought these books here?
13 . Where did he leave the keys?
14 . Can you reach that high branch? غُصن
15 . Where do they sell post cards?
16 . May you explain this subject again?
17 . He did not do it on purpose. عمداً
18 . How often must he take this medicine? دواء
19 . They do not allow you to park here.
20 . He will not send it tomorrow.

How to Write a Composition
كيف تكتب انشاء

1 . Use short, simple sentences.

2 . Avoid using "and" at the beginning of the sentence.

3 . A composition usually contains a number of paragraphs.

١ . استعمل جُملاً قصيرة وبسيطة .

٢ . تجنب استعمال كلمة and في بداية الجملة .

٣ . يحتوي الانشاء عادة على عدد من الفقرات . والفقرة هي عدد من الجمل تعالج نقطة معينة من الموضوع وتبدأ من اول السطر .

ملاحظات :

أ . تتكون الجملة البسيطة من (١) الفاعل (٢) الفعل . مثال :

- Birds fly. الطيور تطير .

واذا كان الفعل متعدياً ، يضاف المفعول به . مثال :

- A butcher sells meat. يبيع القصاب اللحم

- Winter is cold. الشتاء بارد

بعض الافعال تحتاج الى تكلمة . مثل :

He lived in a village. عاش في قرية .

واحيانا توضع التكملة في بداية الجملة . مثل :

In the forest the man saw a tiger.

Last year my father visited Abu Dhabi.

ب . اذا كان الانشاء عن الحاضر ، توضع الافعال في الزمن المضارع او في المستقبل .

اما اذا كان الانشاء عن الماضي ، فتوضع الافعال في الزمن الماضي . مثل :

went, wanted, decided, was, were, had, put, saw, ran away, saved, slept, made, died, stole, loved, climbed, lost, told, found, ordered, lived, left. . .

ولكن بعد did not و to يُستعمل المصدر (اي الفعل المضارع) . مثل :

He decided to leave for England.

They did not allow the boy to speak.

جـ . اذا اردت استعمال المبني للمجهول في الماضي ، استعمل was او were يتبعه اسم المفعول . مثل :

The man was found innocent.

The men were saved by another ship.

• Write a composition about an amusing story that you have read or an interesting film you have seen.

اكتب انشاء عن قصة شيّقة قرأتها او فلما ممتعا شاهدته .

The Merchant of Venice تاجر البندقية

In the city of Venice there lived a rich merchant called(12) Antonio. He was greatly loved by the people because he was kind and generous.(13) He used to (14) lend(15) money without charging (16) any interest(17). In the same city there was a usurer (18) named Shylock whom people hated (19) for (20) he was a hard-hearted(21) man and charged a high rate (22) of interest. Thus (23)Shylock was waiting for a chance (24) to revenge himself upon(25) Antonio who made him lose business.

Antonio had a dear friend by name Bassanio. Although(26) Bassanio was a nobleman, he was always poor because he spent (27)his money foolishly.(28) Whenever Bassanio needed money, Antonio was ready to help him.

Bassanio was in love with a beautiful, rich lady named Portia. In order to help his daughter(29) choose (30) the right husband, (31) Portia's father devised(32) a lottery plan.(33) There were three caskets(34) made of gold, silver and lead(35). He put Portia's picture in one of them. If a suitor(36) chose the right casket containing(37) Portia's picture, he would marry(38) Portia.

In order that he could marry Portia, Bassanio needed money but it happened that Antonio had no money at that time for his ships were at sea, so Antonio and Bassanio went to Shylock to borrow(39) three thousand ducats(40) from him. Shylock agreed(41) to lend Antonio the necessary sum(42) provided that(43) Antonio paid it back within three months. If not, Shylock would cut one pound of

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١٢ . يسمى ١٣ . كريم ١٤ . اعتاد لـ ١٥ . يقرض ١٦ . يطلب ١٧ فائدة ١٨ . مرابي ١٩ . كره ٢٠ لان
٢١ . قاسي ٢٢ . نسبة عالية ٢٣ . وهكذا ٢٤ . فرصة ٢٥ . ينتقم من ٢٦ . ولو أن ٢٧ . صرف
٢٨ . بحماقة ٢٩ . ابنته ٣٠ . تختار ٣١ . زوج ٣٢ . ابتكر ٣٣ . خطة يا نصيب ٣٤ . صناديق ٣٥ .
رصاص ٣٦ . خاطب ٣٧ . يحتوي على ٣٨ . يتزوج ٣٩ . يستعير ٤٠ . عملة نقدية ٤١ . وافق ٤٢ .
المبلغ الضروري ٤٣ . على شرط

Antonio's flesh[44]. Taking this condition[45] as a joke[46], Antonio signed a bond[47] for this purpose[48] and got the money for his friend Bassanio.

Because he chose the lead casket which contained Portia's picture, Bassanio was able to marry Portia.

As his ships did not return to Venice, Antonio was not able to pay back the money in time.[49] Shylock decided to cut a pound of flesh from Antonio's body near his heart[50]. But Portia, in the clothes of a lawyer[51], saved[52] Antonio in the court[53] when she asked Shylock to cut only one pound of flesh without shedding[54] any blood[55] which was impossible.

Since[56] Shylock intended[57] to kill Antonio, the law stated[58] that half Shylock's wealth[59] should go to Antonio and the state[60] should get the second half, but the Duke[61] gave Shylock half his fortune[62]. As for the other half, it would be kept with Antonio who promised to give it to Shylock's daughter after Shylock's death.

In the end Antonio's ships reached[63] Venice safely[64].

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٤٤ . لحم ٤٥ . شرط ٤٦ . دعابة ٤٧ . عقد ٤٨ . غرض ٤٩ . في الوقت المحدد ٥٠ . قلب ٥١ . محامي

٥٢ . انقذت ٥٣ . محكمة ٥٤ . اراقة ٥٥ . دم ٥٦ . لأن ٥٧ . نوى ٥٨ . نصّ على ٥٩ . ثروة ٦٠ . الدولة ٦١ . الدوق

٦٢ . ثروة ٦٣ . وصلت ٦٤ . بسلام

* Write a composition about: اكتب انشاء عن :

Television التلفزيون

Although[1] the twentieth century[2] has witnessed[3] so many wonderful inventions,[4] television remains[5] as one of the most interesting[6] and amazing[7] scientific achievements.[8] It is such a highly advanced[9] and useful device[10] that it has become a must[11] in every home. Started in black and white, the television has seen great developments[12] in technology which resulted in[13] colour TV and lately[14] the three-dimension screen.[15]

١ . مع أن ٢ . القرن ٣ . شهد ٤ . اختراعات ٥ . يبقى ٦ . ممتع ٧ . مدهش ٨ . منجزات ٩ . متقدم ١٠ . اختراع

١١ . شيء ضروري ١٢ . تطورات ١٣ . أنتجت ١٤ . مؤخرا ١٥ . الشاشة ذات الثلاثة أبعاد

One of the numerous[16] advantages[17] that television presents[18] to the viewers[19] is that it keeps together[20] the members[21] of a family at home watching their favourite programmes.[22] With a slight[23] touch[24] on the button[25] of a TV set, various[26] aspects[27] of life from all over the world are shown instantly.[28] A host[29] of scientific,[30] educational,[31] entertaining[32] and funny[33] films is displayed[34] on TV screen so that a viewer can select[35] the film that suits[36] his liking.[37] The children find much pleasure in cartoon films where the eternal[38] enmity[39] between cats and mice never comes to an end. As for the youth,[40] sports films of football, basketball, volleyball, tennis as well as[41] track and field[42] activities[43] capture[44] their attention. The Olympic Games, being an international event,[45] are televised through the earth satellites[46] to six continents.[47]

Fitting[48] a zoom lens[49] on a camera causes the wild life[50] of Africa in addition to scenes[51] from the arctic region[52] to appear quite near filling the viewer with thrill.[53] Sitting in one's comfortable chair, one, by means of[54] a TV set, is capable of[55] going on a journey[56] into the outer space[57] where a space station[58] orbits[59] the earth at a tremendous speed.[60] Through[61] a TV set, diving[62] into the deep oceans[63] to be quite near the fearful sharks[64] and wonderful creatures[65] gives us much pleasure.

Finally humanity[66] is really indebted[67] to the inventor[68] of this astounding set.[69]

١٦.عديدة

١٧.فوائد ١٨ بقدم ١٩ .المشاهدين ٢٠ .يجمع ٢١ .أفراد ٢٢ .البرامج المفضلة ٢٣ .خفيفة ٢٤ .لمسة ٢٥ .زر

٢٦ .مختلفة ٢٧ مظاهر ٢٨ .حالاً ٢٩ .عدد كبير من ٣٠ .علمية ٣١ .ثقافية ٣٢ .مسلية ٣٣ .هزلية ٣٤ .يُعرض

٣٥ .يختار ٣٦ .يلائم ٣٧ .ميوله ٣٨ . الأبدي ٣٩ .العداء ٤٠ .الشباب ٤١ .و كذلك ٤٢ .الساحة و الميدان

٤٣ .فعاليات ٤٤ .يستحوذ على ٤٥ .حدث دولي ٤٦ .الأقمار الصناعية ٤٧ .القارات ٤٨ .بتثبيت ٤٩ .عدسة

مُقربة ٥٠ .الحياة البرية ٥١ .مشاهد ٥٢ .المنطقة القطبية ٥٣ .الإثارة ٥٤ .بواسطة ٥٥ .متمكن من ٥٦ .رحلة

٥٧ .الفضاء الخارجي ٥٨ .محطة فضائية ٥٩ .تدور ٦٠ .بسرعة هائلة ٦١ .بواسطة ٦٢ .الغوص ٦٣ .المحيطات

٦٤ .أسماك القرش ٦٥ .مخلوقات ٦٦ .الإنسانية ٦٧ .مدينة ٦٨ .المخترع ٦٩ .الجهاز المذهل

Direct and Indirect Speech
الكلام المباشر وغير المباشر

"Direct Speech" means reporting the actual words of the speaker.

الكلام المباشر : هو ذِكرٌ نفْس كلمات المتكلم بدون تغيير . ويوضع الكلام المباشر بين علامتي الاقتباس وتسمى inverted commas أو quotation marks.

"Indirect Speech" means reporting the speaker's words with certain changes.

الكلام غير المباشر ويسمى reported speech أو indirect speech هو إعادة ما قاله المتكلم مع ادخال تغييرات معينة عليه . مثال :

He said to me, "I am well today." (direct speech) الكلام المباشر

He told me that he was well that day. (indirect speech) الكلام غير المباشر

لاحظ ان كلاً من الفعلين told, said يسمى فعل القول reporting verb .

* There are three kinds of direct speech:

للكلام المباشر ثلاثة انواع :

1 . Statement الجملة الخبرية . 2 . Question الجملة الأستفهامية . 3 . Command الجملة الأمرية

1 . Statement الجملة الخبرية

To change a statement from Direct Speech to Indirect Speech:

a . Omit the comma and the inverted commas.

b . Use "that" as a conjunction. This conjunction may be dropped.

c . If the reporting verb is in the present, present perfect, present continuous or future, the only changes usually necessary are in the pronouns and the persons (not the tenses) of the verbs.

d . Change the pronouns and possessive adjectives in agreement with the speaker and the person spoken to.

تنبيه : اذا بدأت الجملة داخل علامتي الأقتباس بضمير او اسم فهي جملة خبرية .

لتحويل جملة خبرية من الكلام المباشر الى كلام غير مباشر :

أ . اذا كان فعل القول ليس ماضياً (اي اذا كان مضارعا او مضارعا تاما او مضارعا مستمرا او في المستقبل كما في النماذج ادناه . . . فلا تتغير ازمنة الأفعال .

لاحظ اذا كان فعل القول بدون to كما في هذه النماذج : has said, have said, saying, says, say فلا يتغير في الكلام غير المباشر .

اما عند وجود to فيجري التغيير التالي :

Direct المباشر		Indirect غير المباشر
say to	يصبح	tell
says to	يصبح	tells
saying to	يصبح	telling
have said to	يصبح	have told
has said to	يصبح	has told

ب . تُحذف الفارزة وعلامتا الاقتباس .

جـ . تُستعمل اداة الربط that ويمكن حذفها

د . انتبه الى المتكلم والمخاطب ، وحوّل الضمائر وصفات التملك بموجب ذلك . امثلة :

They say, "We shall finish our work tomorrow." (direct)

They say that they will finish their work tomorrow. (indirect)

لاحظ ان we أصبحت they حسب المتكلم وأن will تستعمل مع they

2 . He says, "I am going to visit my uncle today." (direct)

He says that he is going to visit his uncle today. (indirect)

لاحظ أن I صبحت he حسب المتكلم وأن am اصبحت is لانها استعملت مع he .

3 . Huda has said, "I help my mother every day." (direct)

Huda has said that she helps her mother every day. (indirect)

تنبيه : اذا كان فعل القول has said أو have said فلا نغير زمن الفعل

لاحظ اضافة s للشخص الثالث الى الفعل المضارع اذا كان الفاعل it, she, he أو كان اسما مفردا .

4 . Faris has said to me, "I have done my homework." (direct)

Faris has told me that he has done his homework . (indirect)

لاحظ أن has تُستعمل مع he ولاحظ ان my اصبحت his حسب المتكلم

تنبيه : الضمائر I, we وصفات التملك my, our تتغير حسب المتكلم

5 . Maha will say to you, "I do not play tennis well." (direct)

Maha will tell you that she does not play tennis well. (indirect)

لاحظ ان does تُستعمل مع she .

e . If the reporting verb is in the past, make the following changes:

هـ . اذا كان فعل القول ماضيا فان الفعل said يبقى said و said to يصبح told ثم نجري التغييرات التالية

1 . The present becomes past:

تغير الزمن المضارع الى الماضي . امثلة :

	Direct مباشر		Indirect غير مباشر
a .	go	يصبح	went
	want	يصبح	wanted
	work	يصبح	worked
	am, is, are	يصبح	was, were
	have, has	يصبح	had
	do, does	يصبح	did
	don't go	يصبح	did not go
	doesn't go		did not go

لاحظ ان don't و doesn't تصبح didn't ولكن الفعل المضارع (المصدر) بعدها لا يتغير .

b	am going		was going
	is going	يصبح	was going
	are going		were going
c .	has seen	يصبح	had seen
	have seen		had seen
	has been working	يصبح	had been working
	have been working		had been working

لاحظ أن has و have تصبح had ولكن اسم المفعول اي التصريف الثالث وصيغة ing بعدها لا تتغير .

e .	shall buy	يصبح	would buy
	will do	يصبح	would do
	can work	يصبح	could work
	may have	يصبح	might have

لاحظ في الكلام غير المباشر ان shall تصبح would وان will تصبح would وان can تصبح could وان may تصبح might ولكن الفعل بعدها (المصدر) لا يتغير كما في النماذج اعلاه .

2 . The past becomes past perfect:

تغير الزمن الماضي الى الماضي التام (اي عند وجود فعل ماض نستعمل had ونغير الفعل الماضي الى اسم المفعول) . امثلة :

a .	went	يصبح	had gone
	worked	يصبح	had worked
	was	يصبح	had been
	were		had been
	had	يصبح	had had
	did	يصبح	had done
	did not eat	يصبح	had not eaten

لاحظ ان was تصبح had been وكذلك were تصبح had been .

لاحظ أن did تُحذف وتُستعمل had وتضاف not ويُحوّل المصدر الى التصريف الثالث

b	was sleeping	يصبح	had been sleeping
	were playing		had been playing

Note that "would, could, might, must, ought to" remain unchanged in reported speech.

لاحظ اننا لا نُغيّر ought to, must, might, could, would في الكلام غير المباشر . مثال :

* "I would do it if I could," said he. (direct)

He said that he would do it if he could. (indirect)

Note: If the reporting verb is in the past, some adjectives and adverbs are usually changed as follows :

ملاحظة : اذا كان فعل القول ماضيا said فاننا عادة نغير الصفات والظروف التالية كما يلي :

Direct مباشر		**Indirect** غير مباشر
this	تصبح	that
these	تصبح	those
here	تصبح	there
now	تصبح	then
today	تصبح	that day
tonight	تصبح	that night

tomorrow	تصبح	the next day (or) the following day
yesterday	تصبح	the day before (or) the previous day
ago	تصبح	before
tomorrow morning	تصبح	the following morning
yesterday evening	تصبح	the evening before
next week	تصبح	the following week
next year	تصبح	the following year
next month	تصبح	the following month
last night	تصبح	the night before
last week	تصبح	the week before
last month	تصبح	the month before
come	تصبح	go

e. g. 1 . He said, "I went to the cinema yesterday." (direct)

He said that he had gone to the cinema the day before. (indirect)

2 . She said, "I want to buy this dress now." (direct)

She said that she wanted to buy that dress then. (indirect)

لاحظ ان المصدر مثل to go, to buy لا يتغير.

3 . "I think," he said to us, "you will pass the examination next month." (direct)

He told us that he thought we would pass the examination the following month. (indirect)

4 . "You look tired today," Selma said to me. (direct)

Selma told me that I looked tired that day. (indirect)

لاحظ ان الضمير you اصبح I وذلك حسب المخاطب.

5 . Huda said, "They will bring their children with them." (direct)

Huda said that they would bring their children with them. (indirect)

لاحظ أن its, it, her, she, him, his, he, them, their, they . لا تتغير في الكلام غير المباشر.

Exercise 58

Put into indirect speech: حوّل الجُمل التالية الى كلام غير مباشر.

1 . Layla said, "I live in this house."

2 . The old man said, "I am here for a rest."

3 . They said, "We usually have our breakfast at seven in the morning."

4 . He said to me, "I wrote this letter yesterday."

5 . Zeki said, "Mr. Yousif teaches us English."

6 . "I fell downstairs," said the boy.

7 . He said to her, "You can buy the dress when you have got the money."

8 . The doctor said to the patient, "It is good for you to give up smoking."

9 . The lawyer said, "I want to study these papers now."

10 . Kamal said, "I went to the zoo last week."

11 . "You may meet him," she said to me, "if you go now."

12 . He said to them, "You are responsible for what is done."

13 . John said, "I know where she lives."

14 . "If you hurry, you will catch the train," he said to me.

15 . The pupil said, "We do not understand this question."

16 . Tom said, "I am sorry I am late."

17 . Ali said, "If I have enough money, I'll go abroad." خارج القطر

18 . Nabeel said to me, "I saw your brother at the party last night."

19 . The man said, "We shall get our passports tomorrow."

20 . "My son is ill today," the mother said to the doctor.

21 . Talal said, "This umbrella is mine."

22 . The farmer said, "It has been raining since yesterday."

23 . My friend said, "I was in London last year."

24 . He says, "I am giving a party this week to all my friends."

25 . Her husband said, "She will be here in half an hour if she isn't late."

26 . She will say to him, "You can do it if you try."

27 . He said to his son, "I will be pleased if you get high marks."

28 . I said, "I did not see him yesterday."

29 . The policeman said, "The accident took place here an hour ago."

30 . My father said to us, "I hope you will have a nice holiday."

31 . I have said, "I met her at the airport yesterday."

32 . The workers said, "We have finished our work already."

33 . Maha has said, "I like oranges better than apples."

34 . He said, "This is the watch Zeki broke."

35 . The man says, "I do not like to eat this food because it tastes bad."

36 . He said to me, "I shall try to meet you tomorrow morning."

37 . "This is the last time I saw him," he said.

38 . She said, "I don't know when he'll return home."

39 . "We are living in another house now," they tell me.

40 . He said, "I think she is married."

41 . "I have been shopping all morning," she says.

42 . The man said to me, "The clock will never work again if you try to mend it."

43 . "I haven't done my homework yet," says Tom.

44 . Our teacher says to us, "You are not working hard enough."

Example . He said to me yesterday, "I do not go to the office on Friday."

He told me yesterday that he did not go to the office on Friday.

عند وجود كلمة yesterday خارج علامتي الاقتباس فانها لا تتغير في الكلام غير المباشر.

2 . Question: الجملة الاستفهامية (السؤال) :

A direct question is made indirect as follows:

a . The verb asked is usually used to introduce an indirect questic.

b . Omit the comma and the inverted commas.

c . 1 . If a question word such as "When, Where, Why, How old. . . etc." introduces the question, no other joining word is needed.

2 . If a verb introduces the question, use the conjunction "if" or "whether".

d . Change the question into a statement by placing the subject in front of the verb.

Note: Omit the question mark.

تنبيه : لمعرفة الجملة الاستفهامية فانها تبدأ باداة استفهامية أو بفعل مساعد وتجد علامة استفهام في نهايتها .

لتحويل جملة استفهامية من الكلام المباشر الى غير المباشر :

أ . يُستعمل الفعل asked في بداية الجملة الاستفهامية في الكلام غير المباشر .

ب . تُحذف الفارزة وعلامتا الاقتباس .

جـ . ١ – اذا بدأ السؤال بأداة استفهامية مثل How old, Why, Where, When ... فتُستعمل نفس هذه الاداة في الكلام غير المباشر وتكتب بحرف صغير .

لاحظ ان اداة الاستفهام يمكن ان تكون كلمة واحدة أو عدة كلمات .

٢ – اما اذا كان السؤال يبدأ بفعل مثل Were, Have, Are, Is, Can, Did, Does, Do...

فتُستعمل اداة الربط if أو whether (وتعني فيما اذا) .

د . يُحوّل السؤال الى جملة خبرية (اي اذكر الفاعل ثم الفعل) كما يلي :

١ – استخرج الفاعل . واذا كان ضميرا ، غيّره حسب المتكلم والمخاطب فمثلا الضمير you يتغير حسب المخاطب .

٢ – إنتبه الى ما قبل الفاعل كما في النماذج التالية :

1 . He asked me, "Where do you live?" (direct)

He asked me where I lived. (indirect)

2 . I asked him, "Does your father work in this factory?"

I asked him if his father worked in that factory.

عند وجود do أو does قبل الفاعل ، نحذفها ونغير الفعل الى الماضي .

ملاحظة مهمة : تُحذف علامة الاستفهام .

يُطبّق جدول تغيير الصفات والظروف الوارد مع الجملة الخبرية : this تصبح that.

3 . She asked "What did you do yesterday?"

She asked what he had done the day before.

عند وجود كلمة did قبل الفاعل نحذفها ونضع had ونغير الفعل الى اسم المفعول .

لاحظ عند عدم وجود مخاطب فان الضمير you يتغير الى اي ضمير مناسب .

4 . Samir asked the postman, "Is this letter for me?"

Samir asked the postman if that letter was for him.

5 . "What shall we do tomorrow?" he wanted to know.

He wanted to know what they would do the next day

6 . She asked "Why don't you try again, Zeki?"

She asked Zeki why he didn't try again.

7 . He asked "Were you watching TV yesterday afternoon?"

He asked if I had been watching TV the afternoon before.

عند عدم وجود did, does, do قبل الفاعل نُطبّق قواعد الجملة الخبرية (اي نغير المضارع الى الماضي ، والماضي الى الماضي التام) .

لاحظ المثال التالي :

* He asked "How many **girls are in your** class, Maha?"

He asked Maha how **many girls were in her** class.

Exercise 59

Change into indirect speech: حوّل الى كلام غير مباشر .

تنبيه : عندما تذكر جملة استفهامية في الكلام غير المباشر ضعها في الترتيب التالي :

١. اذكر فعل القول ٢. ضع اداة الربط مثل ...when ، where أو if ٣. اذكر الفاعل ٤. ثم اذكر الفعل

لاحظ اذا كان فعل القول ماضياً فان الفعل الذي يلي يكون ماضياً أو ماضياً تاماً

1 . He asked me, "When do you usually go to bed?"

2 . John asked "Can I borrow your bicycle today, Tom?"

3 . I asked her, "Did you see the picture I drew?"

4 . The father asked his son, "Why are you so late tonight?"

5 . The secretary asked me, "Do you want to see the manager?" مدير الشركة

6 . The teacher asked the pupil, "Why were you late for school yesterday?"

7 . She asked "How many children do they have?"

8 . He asked "Was the train full?"

9 . He asked "Where are you going, Nada?"

10 . The doctor asked the sick man, "How are you today?"

11 . The teacher asked us, "Did you do well in the exam?"

12 . The man asked "What time does the train leave?"

13 . The visitor asked "Must the door be kept shut?"

14 . John asked "Who will come to the pictures with me?"

15 . He asked me, "How long did you stay in Bahrain?"

16 . The bookseller asked him, "Which book are you taking?"

17 . The lady asked "Will the taxi be here at eight o'clock?"

18. She asked me, "When did they tell you that?"
19. My sister asked, "How many eggs are there in the basket?" السلة
20. Mother asked, "Why have you not eaten anything?"
21. He asked, "Are my shoes cleaned yet?"
22. She asked me, "How do you know that?"
23. A tourist asked me, "Where is the Iraqi Museum?" المتحف
24. "Is it raining very heavily?" بغزارة **he asked.**
25. She asked me, "When are you beginning your holiday?" عطلة
26. I asked Ali, "Do you have a sleep in the afternoon?"
27. The officer asked me, "What is your name?"
28. The tourists asked, "Where can we get the bus that takes us to Babylon?"
29. I asked her, "Does your brother study in England?"
30. He asked, "Whose pen is this?"
31. A lady asked me, "Will you get a ticket for me?"
32. Huda asked me, "How is your mother?"
33. "Is the store open today?" I wanted to know. أعرف
34. She asked me, "Did Faris give you that book?"
35. Jamal asked Firas, "Where shall we meet tomorrow?"

تنبيه: إذا لم يكن فعل القول ماضياً بل كان مضارعاً أو مضارعاً تاماً (أي مكوناً من **have** أو **has** + التصريف الثالث) أو كان فعل أمر، فلا يحصل تغيير في الأزمنة. فنذكر أداة الأستفهام مثل **when, what** بحرف صغير أما إذا بدأ السؤال بفعل مساعد فإننا نذكر **if** أو **whether** (معناها فيما إذا) ثم نجيب على السؤال أي نذكر الفاعل أولاً ثم نذكر الفعل و نحذف أداة الأستفهام.

إذن عند التكلم و الكتابة إذا ذكرنا سؤالاً داخل جملة فنحول السؤال إلى جواب. أمثلة:

1-He has asked, "Where is the zoo?" / He has asked where the zoo is. الجواب

2-Rasha asks, "Can you speak English well, Hazim?"
Rasha asks Hazim if he can speak English well. الجواب

3-Would you tell me? How many boys are there in this class?
Would you tell me how many boys there are in this class. الجواب

لاحظ أننا ذكرنا علامة الأستفهام في النهاية لأن الجملة الأولى في صيغة سؤال.

4-Do you watch the telly التلفزيون **every night? She asks me.**
She asks me if I watch the telly every night. الجواب

لاحظ إن **do** تحذف في الجواب و لا نغير الفعل.

5-Does this mobile belong to Tom? I don't know.
I don't know if this mobile belongs to Tom.

لاحظ أن **does** تحذف في الجواب و نضيف **s** الشخص الثالث إلى الفعل المضارع.

Did your brother leave for Dubai yesterday? He would like to know?
Ie would like to know if your brother left for Dubai yesterday. الجواب

لاحظ أن **did** تحذف في الجواب و نغير الفعل المضارع إلى الماضي.

7-Who sent this e-mail? I wonder.أتساءل /I wonder who sent this e-mail.

لاحظ في المثال أعلاه إنه لا يوجد فاعل.

8- Who is that man? I wonder. أتساءل / I wonder who that man is.الجواب

لاحظ في المثال أعلاه وجود فاعل.

3. Command

٣.الجملة الأمرية

To change a command from direct speech into indirect speech:
a. 'Said' and 'said to' are changed into 'told' or 'asked'.
b.The verb of the direct command is changed into an infinitive with <u>to</u>

تنبيه: إذا بدأت الجملة داخل علامتي الإقتباس بفعل و لم توجد علامة إستفهام في نهاية الجملة فهي جملة أمر. و أحيانا نجد كلمة **please** أو **Don't** قبل فعل الأمر.

لتحويل جملة الأمر من الكلام المباشر إلى كلام غير مباشر:

١ـ بدلاً من **said** و **said to** نذكر عادة الفعل **told** إذا كان الأمر مثلاً من الأب إلى الأبن أو من المعلم إلى التلميذ و كذلك بين الأصدقاء.

و نذكر الفعل **asked** عند الرجاء مثلاً من التلميذ إلى المعلم أو الأبن للأب.

و يُذكر الفعل **command** للأمر الصادر من الضابط إلى الجندي.

٢ـ يحوّل فعل الأمر إلى مصدر (أي نضع **to** قبل فعل الأمر و لا تغيره.) أمثلة:

1- The teacher said to the girls, 'Close your books and listen to me.'
The teacher told the girls to close their books and listen to her.

2- I said, 'Hurry up, Nazar.'/ I told Nazar to hurry up.الجواب

3- He said to his father, 'Please let me go to the cinema to night.'
He asked his father to let him go to the cinema that night.الجواب

لاحظ عند وجود **please** فإنها تُحذف و أن المصدر بعد **let** مثل **go** لا يتغير.

4-'Do not drive fast,' father said./ Father told me not to drive fast. الجواب

إذا كان فعل الأمر منفياً نحذف **do** و نذكر **not** و نضع **to** قبل فعل الأمر مثل:

Do not open ⟶ not to open / Do not do ⟶ not to do ...

تنبيه : إذا لم يكن هناك مفعول به بعد الفعل المباشر فإننا نُضيف ضميراً مناسبا في الكلام غير المباشر.

<u>Exercise 60:</u> Change into reported speech: حوّل الجمل الآتية إلى كلام غير مباشر:

1- Mr John said to the servant, 'Keep these books on that shelf.'رف

2- The daughter said to her mother, 'Please let me buy this dress.'بدلة

3- Ahmad said to Talal, 'Lend me your dictionary today.'

4- The officer said to the soldiers, 'Carry your guns at once.'في الحال

5- I said, 'Do not be so angry, Yousif.'

6 . Selma said to Huda, "Wait here till I come back."
7 . The mother said to her son, "Go to the market and buy some fruit."
8 . He said to me, "Don't sit on my bed."
9 . The father said to his son, "Write me a letter as soon as you get there."
10 . The teacher said to the pupils, "Look at your books now."
11 . I said to him, "Clean it yourself."
12 . Mother said to me, "Brush it off when it gets dry."
13 . I said to my friend, "Mind the steps."
14 . Father said to my brother, "Get your hair cut."
15 . He said to Maha, "Shut the door after you."
16 . Mrs. John said to her son, "Take a look at yourself in the mirror."
17 . He said to me, "Hold the knife with your right hand and the fork with your left hand when having a meal ."

Exercise 61

Change into indirect speech: حوّل الجُمل التالية الى كلام غير مباشر :

1 . She said, "They went to the pictures an hour ago."
2 . I asked him, "Is this your new camera?"
3 . The teacher said to the pupil, "Bring your exercise - book tomorrow."
4 . A pupil asked the teacher, "What do tigers eat?"
5 . He said to me, "I can't believe what you have said."
6 . I asked her, "How often do you visit your aunt?"
7 . Father asked "Where did I leave my glasses?" نظارات
8 . Mother said to us, "Do your homework carefully."
9 . He says, "I am afraid I can't work today but I hope I shall finish the work tomorrow."
10 . The tourist asked "Does this train go to Basrah?"
11 . "Is cotton grown in Iraq?" the man asked.
12 . She asked me, "Have you found the ring I lost?"
13 . The boy said, "Our school was built last year."

14 . I asked him, "Did you spend all your money yesterday?"

15 . Nada said to Nabeel, "Don't forget to pay the grocer tomorrow."

16 . "Have you been to the museum today?" she asked.

17 . The man said to me, "Your brother does not live in this building."

18 . He asked me, "Do you know what these letters stand for?"

19 . "I shall do it," Zeki has said, "if I have time."

20 . Maha asked"Who broke my pen?"

21 . He asked"Who is that man?"

22 . The mother said to her son, "Be careful when you cross busy streets."

23 . I said to her, "Tell me why you look sad today."

24 . My friend asked"Whose books are these?"

25 . The boy said to the teacher, "Please allow me to leave the class now."

26 . She asked me, "Why didn't you give them another chance?"

27 . She said, "I don't think he will arrive tomorrow."

28 . I asked"What are you doing now, Kamal?"

29 . The lady asked"Has the train arrived yet?"

30 . He asked me, "What kind of music do you like?"

31 . The workers said, "We did a lot of work last month."

32 . The servant said to the manager, "Please let me have a rest because I feel tired."

33 . My mother asked"Did you have your lunch yet?"

34 . Yousif said, "I may go to the club this evening."

35 . John asked"To whom does this watch belong?"

36 . The old man said to the boy, "Speak loudly so that I can hear you."

37 . The woman asked"Did the police catch the thief last night?"

38 . The policeman asked the lady, "Is this the thief who stole your hand - bag yesterday?"

39 . He asked me, "Which do you think is more interesting, playing football or watching television?"

40 . I asked the pilot, "How long does it take to reach Rome?"

41 . The tourist asked "Are postcards sold here?"

42 . My brother said to me, "Show me the shirt you bought."

43 . He says, "I shall not leave for Lebanon this Year."

44 . "Was he hurt in the accident," I wanted

45 . The lady said to the shopkeeper, "Give me two dozen eggs, plea

46 . The student said, "When I have finished my study here, I shall go to England."

47 . He asked her, "How much did you pay for your overcoat?"

48 . She asked me, "Are you ready to help me now?"

49 . "Send me a cable when you arrive in Tokyo," she said to h

50 . My cousin said, "I had enough money to travel abroad last year."

51 . Suhaasked "May I have a look at these pictures?"

52 . Huda says, "I prefer milk to tea."

Exercise 62

Put into indirect speech: حوّل الجمل التالية الى كلام غير مباشر :

1 . I asked him, "Why don't you do it now?"

2 . "He forgot to do it yesterday," I said.

3 . The officer said to his men, "Hide behind these trees."

4 . He always says to me, "You are my close friend."

5 . The teacher asked Maha, "Is your uncle a lawyer?"

6 . She said to me, "I think you are right."

7 . The pupil said to the teacher, "Excuse my coming late."

8 . I have said to them, "This story is true."

9 . The boys asked "Are there monkeys in the zoo?"

10 . The doctor said to the patient, "Take this medicine three times a day."

11 . I said to him, "What you need is some rest."

12 . The boy asked "What does a carpenter do?"

13 . She said to her son, "Put on your coat as the weather is getting cold."

14 . I asked the man, "How much does the camera cost?"

15 . The lady said, "We haven't got a room, vacant."

16 . I said to Kamal, "Be quick or we shall miss the train."

17 . She said to me, "What do you do during the summer holidays?"

18 . He said to the children, "Don't make noise."

19 . I said to him, "Don't you like to go for a walk?"

20 . He said to me, "I am thankful to you."

21 . "How far is Mosul from Baghdad?" John wanted to know.

22 . The mother said to her daughter, "Pay attention to what your teachers say."

23 . I said to the men, "What are you looking for?"

24 . The boys said, "We rode on a camel in the zoo."

25 . Selma said, "I won't be long." لا اتأخر

Notes: ملاحظات :

1 . Sometimes the direct speech contains two or more sentences. If the two sentences are alike, we join them in indirect speech by using the conjunction "and". The reporting verb is not needed.

١ . توجد احيانا في الكلام المباشر جملتان أو اكثر . فاذا كانت الجملتان متشابهتين (مثلا كلاهما خبريتان أو سؤالان أو جملتا أمر) فتربطان في الكلام غير المباشر باداة الربط and ولا يُذكر فعل القول . امثلة :

أ – جملتان خبريتان two statements تُربطان بـ and that . مثال :

e. g. * He said, "My father is ill today. I shall take him to a doctor."

He said that his father was ill that day **and that** he would take him to a doctor.

ب – سؤالان two questions يربطان بـ and واذا بدأ السؤال باداة استفهامية فنستعمل نفس الاداة . واذا بدأ بفعل نستعمل if . امثلة :

e. g. 1 . He said, "Is this your watch? Where did you buy it?"

He asked if that was my watch **and where** I had bought it.

2 . I said to the man, "How much are the sun - glasses? Are they of good quality?" نوعية

I asked the man how much the sun - glasses were **and** if they were of good quality.

جـ - جملتا أمر two commands تُربطان بـ and to . مثال :

e. g. * He said to his son, "Take this letter. Keep it in the drawer."

He told his son to take that letter **and to** keep it in the drawer.

2 . If the two sentences are different (for example, a question and a command), each of them must begin with its own reporting verb in indirect speech.

٢ . اذا كانت الجملتان مختلفتين (مثلا جملة استفهامية مع جملة أمر) فني الكلام غير المباشر يُستعمل فعل القول الذي يناسب كل جملة .

a . Command and statement: جملة امرية وجملة خبرية :

e. g. * She said to him, "Phone the police. There is a stranger in our garden."

She told him to phone the police **and said that** there was a stranger in their garden.

b . Statement and question: جملة خبرية واستفهامية :

* She said, "This is my new dress. Does it look lovely?"

She said that that was her new dress **and asked if** it looked lovely.

c . Statement and command: جملة خبرية وأمرية :

* I said, "We are late. Get a taxi."

I said that we were late **and told him to** get a

Remark: ملاحظة :

e. g. * He said, "Give me a pen. I must write her a letter now. What date is it today?"

He told me to give him a pen and said that he must write her a letter then. He asked what date it was that day.

عند وجود اكثر من جملتين ، تُربط الجملتان الاولى والثانية كما مشروح اعلاه وتوضع نقطة . ثم نبدأ الجملة الثالثة بفعل القول المناسب لها .

Exercise 63

Change into indirect speech: حوّل الجُمل التالية الى كلام غير مباشر :

1 . He said to me, "You speak English well. Where did you learn it?"
2 . She said, "Do you think it will rain? It is very cloudy."
3 . Mother said, "It is cold in here. Is the window open?"

4 . Betty said, "What time is it? My watch has stopped."

5 . The bookseller said to me, "This is a very interesting story. Have you ever read it?"

6 . I said to my cousin, "That looks difficult to do. Can I help you?"

7 . He said to her, "Would you like to go out into the garden? It is pleasant to sit out there."

8 . Yousif said, "My leg hurts. I can't play football today."

9 . They said, "The dog has stolen the meat. What are we to do?"

10 . The little girl said, "May I take an apple? They look so nice."

11 . "The milkman is at the door. Shall I pay him?" she said.

12 . The girl said, "Is that the front - door bell? I'll answer it."

13 . The lady said to the greengrocer "How many oranges are in that basket? I want to buy them all."

14 . The old woman said to the girl, "Why are you crying? Did you drop all the eggs?"

15 . His father said to him, "Don't drive fast. You may have an accident."

16 . "Don't take your coat off. We are going out again in a moment," she told him.

17 . My friend said to me, "Why did you not come and see me yesterday? I was expecting you."

18 . He said to me, "May I use your telephone? Mine is out of order."

19 . He said to her, "Did you bring a coat with you? I am afraid you will be cold."

20 . "It was just an idea," he said. "Forget it."

21 . He said to me, "Please sit down. What can I do for you?"

22 . "Smell this food. Do you think it has gone bad?" she said.

23 . I said to the farmer, "These apples are green. Have you got any red ones?"

24 . "I shall try to solve this problem. It sounds rather difficult," said he.

25 . "Write your name clearly at the top. Am I to mention that every

time? These points are necessary to follow," the teacher said to the boy.

26 . He said to me, "Please take me home. I don't feel well."

27 . "Are you cold? I can soon light a fire," he said.

28 . The man said to me, "Where are you from? It seems that you have come from the East."

Exercise 64

Choose the right answer:

اختر الجواب الصحيح :

تنبيه : في الجملة الخبرية والاستفهامية اذا كان فعل القول ماضياً مثل asked,said اختر فعلاً ماضياً مثل would go,saw, had ولكن عند وجود had يتبعه التصريف الثالث مثل had seen, had had اختره بدل الفعل الماضي. لاحظ في الجملة الاستفهامية أختر الجملة ذات(١) الفاعل(٢) الفعل مثل she would go, he had had

1. My friend said he – – – invite all his friends.
   (a) may have (b) may (c) might have (d) might
2. Father told me – – – a dictionary.
   (a) buy (b) buying (c) to buy (d) bought
3. I told her – – – the letter.
   (a) to open not (b) not open to (c) open to not (d) not to open
4. The teacher asked Selwa if she – – – her homework.
   (a) has done (b) does (c) had done (d) did
5. We asked him when he – – – in Mosul.
   (a) arrives (b) had arrived (c) arrive (d) arrived.
6. The headmaster asked the pupil why he – – – so late.
   a) comes (b) has come (c) had come (d) come
7. She told the children – – – noise.
   (a) make not to (b) not make to (c) not to make (d) to not make
8. Nada asked Suha when – – – again.
   (a) they will meet (b) would they meet (c) they would meet (d) they meet
9. He asked her if she – – – done the shopping.
   (a) has (b) is (c) are (d) had
10. The old man asked me – – – him carry the heavy box
   (a) helped (b) helps (c) to help (d) help

11 . John said --------- on time. (a) he will be (b) he can be (c) he to be (d) he would be

12 . I asked the worker how much ------ a week. (a) he gets (b) did he get (c) does he get (d) he got

13 . She's asked if --------- necessary to go by air. (a) is it (b) was it (c) it is (d) will it be

14 . Jamal said ---------- his work. (a) he has finished (b) he may finish (c) he will finish (d) he had finished

15 . Do you know where ---------? (a) did he go (b) he has gone (c) has he gone (d) had he gone

16 . He asked her -------- late for school. (a) why is she (b) why was she (c) why she was (d) why did she

17 . Would you mind telling me where ---------? (a) is Baghdad Hotel (b) will Baghdad Hotel be (c) Baghdad Hotel is (d) was Baghdad Hotel.

18 . I want to know how often ---- this medicine. (a) should I take (b) do I have to take (c) I should take (d) must I take

19 . I'll ask him how much ------ (a) is this suit. (b) this suit is. (c) was this suit. (d) will this suit be.

20 . I want to know how long ------- in Algeria. (a) will you stay (b) may you stay (c) are you going to stay (d) you will stay

21 . I asked him ----- (a) what does he want. (b) what did he want. (c) what he wants. (d) what he wanted.

22 . He has asked ------ (a) whose pen is this. (b) whose pen was this. (c) whose pen this is. (d) whose pen this be.

23 . I knew how old ------ (a) was she. (b) is she. (c) she was. (d) she will be.

24 . I asked my friend how much money ----- on him. (a) had he got (b) has he got (c) he gets (d) he had got

25 . The tourist asked the taxi driver how far ----- (a) was the airport. (b) is the airport. (c) the airport was. (d) the airport is.

26 . I asked her where ------- (a) was she born. (b) is she born. (c) she born. (d) she was born.

27 . Mother wanted to know how much meat ------ in the fridge. (a) was there (b) is there (c) there is (d) there was

28 . The teacher asked me how ------ (a) are they saved. (b) were they saved. (c) they were saved. (d) they are saved.

29 . Tell us ------ exactly. (a) how did it happen (b) how it happen (c) how does it happen (d) how it happened

30 . The shopkeeper asked how many bottles of milk ----- in the box. (a) are there (b) were there (c) there was (d) there were

31 . Adel asked Sabah where ------ next Friday. (a) would they go (b) they will go (c) they go (d) they would go

32 . I wonder why ------- so angry today. (a) is she (b) she is (c) was she (d) will she be

33 . Please show me how ------- (a) does this machine work. (b) this machine work. (c) will this machine work. (d) this machine works.

34 . Tell me how ------- (a) is your mother. (b) was your mother. (c) your mother is. (d) will your mother be.

Punctuation

التنقيط (أي استعمال الحرف الكبير وعلامة الاستفهام والفارزة . . .)

1.***Capital letter*** is used :

a. at the beginning of a sentence, after a full stop and after a question mark.

الحرف الكبير : يُستعمل في بداية الجملة وبعد النقطة وبعد علامة الاستفهام .

b. after inverted commas in a direct speech.

ويُستعمل الحرف الكبير في بداية الكلام المباشر . مثال :

Mr. John said, "Did you visit Spain last May?"

c. for the pronoun I

والضمير I يُكتب دائماً حرفاً كبيراً سواء في اول الجملة او في وسطها .

d. for proper nouns.

ويُستعمل الحرف الكبير مع اسماء العَلَم كأسماء الاشخاص مثل Samir و Tom واسماء المدن مثل Paris,
Baghdad، واسماء الاقطار مثل Iraq, England وايام الاسبوع مثل Sunday, Friday, Saturday
واشهر السنة مثل July, June واسماء الانهار مثل the Euphrates, the Tigris, the Nile واسماء البحار
والمحيطات مثل the Red Sea, the Atlantic Ocean واسماء القارات مثل Europe, Africa, Asia

تنبيه : الفصول الاربعة تُكتب بحرف صغير . مثل Summer comes after spring

2. ***Full stop*** is used :

a. at the end of a sentence.

النقطة : توضع في نهاية الجملة . مثال :

I met him while I was on my way to school

b. after abbreviations

وتستعمل عند الاختصار . مثال :

P.T.O. = Please turn over اقلب الصفحة رجاء

Dr. (= Doctor); Mr. (= mister); Tues. Feb. St. (= street; saint); e.g. (= for example);

i.e. (= that is أي رمز); a.m. (= before noon); p.m. (= after noon);

B.C. قبل الميلاد – A.D. بعد الميلاد PTS = points نقاط

3. ***Question mark*** (?) must always be put after a direct question.

علامة الاستفهام : توضع في نهاية السؤال . مثال :

Where is the post office?

تنبيه : لا تُستعمل علامة الاستفهام اذا اصبح السؤال جملة اسمية (أي اذا ذُكر السؤال داخل جملة) . مثال :

Please tell me where the post office is.

4 . Quotation marks (or) inverted commas " " are used to show direct speech.

علامتا الاقتباس : تستعمل لحصر الكلام المباشر . مثال :

Ahmed said to Yousif, "Was Mr. Noori in Rome last August?"

5. ***Comma*** (،) is used:

تنبيه : تُرسم الفارزة في اللغة الانكليزية مثل حرف الواو (و) وتوضع على السطر .

(a) to record a list of objects, etc.

الفارزة : أ. تستعمل عندما تذكر عدداً من الاشياء . مثل :

A grocer sells tea, sugar, coffee and cheese.

(b) to mark off direct speech.

ب. وتوضع الفارزة بعد فعل القول في الكلام المباشر. مثل:

He said, "I succeeded in making her agree."

"Tell me," he said, "how you know all that"

(c) to mark off adverbial clauses.

جـ. وتُستعمل لفصل بعض الجُمل الظرفية (كالجُمل الزمنية والسببية وجملة التناقض والشرطية) عن الجملة الرئيسية كما في النماذج التالية:

- When the taxi arrives, we'll get on it. نركب فيه
- Because the weather is wet, I'll stay at home.
- Although it was cold, he didn't light a fire.
- If there is a robbery, call up the police.

د. وتوضع فارزة بعد Well, No, Yes.

هـ. توضع فارزة قبل السؤال الذيلي. مثل: Ali is thin, isn't he.?

6. *Apostrophe* (') is used to show :

(a) the possessive case:

الفارزة العليا: تُستعمل في حالة التملك. مثل:

Jamal's house; the girl's dress; the girls' dresses. . .

(b) the omission of a letter or letters:

وتُستعمل للدلالة على وجود حذف لحرف او عدة حروف. مثل:

I've (I have); won't (will not); shan't (shall not); can't (cannot); let's (let us); we'll (we will)

7. *Colon* (:) is used to introduce a number of items in a list.

النقطتان: تُستعمل عند ذِكر قائمة من الاشياء. مثال:

I went to market and bought the following articles: a dozen eggs, a bottle of soda-water and a pound of cheese.

8. *Semi-colon* (;) is used with the following conjunctions.

الوقفة القصيرة: (الفارزة المنقّطة): تُستعمل قبل ادوات الربط التالية:

however, yet, still, nevertheless, otherwise, nor, therefore لذلك

e.g. He had a bad cold; therefore he had to stay in bed.

- He is poor; however he is happy.
- You must do some bodily exercises; otherwise you'll get fat.

9. ***Exclamation mark*** (!) is used after words or expressions showing surprise, regret, sorrow, joy, pain etc.

علامة التعجب : تُستعمل بعد كلمة او جملة تعجب أو استغاثة أو استحسان. مثل :

- What a lovely sunset!
- He cried, "Help! Help!"
- Alas! I've lost my money.

Exercise 65

Punctuate the following putting in capitals where necessary:

ضع علامات التنقيط (الحرف الكبير وعلامة الاستفهام والنقاط . . .) في الجُمل التالية :

1 . he visited babylon on a sunday morning in march
2 . i said to yousif when did ali leave for kuwait
3 . in 1492 columbus discovered america
4 . friday is a holiday in iraq
5 . selma said i know where ahmad lives
6 . i met mr browns son in london last september
7 . mr john said ive had a pleasant walk along the river euphrates
8 . dr zeki will leave for germany at 8 am next monday wont he yes he will
9 . bahrain and saudi arabia lie in asia while libya and tunisia are in africa
10 . lets go to the iraqi museum next thursday
11 . the river nile rises in central africa runs through sudan and egypt and flows into the mediterranean sea
12 . when we finish our work they said well leave for beirut
13 . the english channel was first crossed by captain webb in august 1875
14 . mosul is a city lying on the river tigris
15 . the nine planets [1] are mercury venus earth mars jupiter saturn uranus neptune and pluto
16 . did laylas brother buy this car in england last june
17 . have you been to paris yes i have.
18 . yousif and i are clever arent we.

---

١ الكواكب السيارة

If Clauses (or) Conditional SENTENCES الجمل الشرطية

In a conditional Sentence there are two parts (1) The Condition (2) The main clause. The Usual conditions are f three kinds.

تكون الجملة الشرطية من (١) جملة فعل الشرط و تُذكر بعد if (2) جملة جواب الشرط (الجملة الرئيسية).

و للجملة الشرطية ثلاثة أنواع كما في النماذج الآتية و قس عليها:

1- Likely to happen (or) probable ١ـ النوع الأول: شرط محتمل الوقوع مثل:

فعل الشرط	جواب الشرط	
If he asks me, I	will shall 'll can may	ANSWER

و يمكن تقديم جواب الشرط على فعل الشرط:

I	will shall 'll can may	answer if he asks me.

This condition is used to express an event that is likely to happen. 'If' is followed by present simple; the main clause is future.

يُستعمل هذا النوع للتعبير عن حدث محتمل الوقوع. لاحظ أن if تعني (إذا).

فإذا كان فعل الشرط مضارعاً، نذكر في جواب الشرط فاعلاً مناسباً ثم نذكر عادة will يتبعه المصدر (فعل مضارع بدون s الشخص الثالث).

و إذا كان جواب الشرط مكوناً من may, can, shall, will يتبعه مصدر فإن فعل الشرط يكون مضارعاً.

لاحظ إذا كان الفاعل it, she, he أو كان أسماً مفرداً، أضف s الشخص الثالث إلى الفعل المضارع. مثل:

- If the bus (come, comes, came, will come), we will get on it.

If the bus comes, we will get on it. الجواب

2- Unlikely to happen (or) improbable ١ـ النوع الثاني: شرط غير محتمل الوقوع مثل:

If I saw him tomorrow, I	would should 'd could might	give him the letter.

لاحظ أنه أحياناً يُذكر ظرف يدل على المستقبل مثل: next week, tomorrow بينما فعل الشرط في الماضي و ذلك لأن الجملة أفتراضية و ليست حقيقية.

If he had more time, he would visit the zoo.

This condition is used to express something that is unlikely to happen.

"If" is followed by past simple. The main clause is conditional.

يستعمل هذا النوع للتعبير عن شرط غير محتمل الوقوع في الحاضر او المستقبل .

فاذا كان فعل الشرط ماضيا ، نضع في جواب الشرط عادة would يتبعه فعل مضارع (اي مصدر بدون to)

واذا كان جواب الشرط مكونا من might, could, would, should يتبعه مصدر ، يكون فعل الشرط ماضيا .

تنبيه : تُستعمل should مع we و I . وتُستعمل would مع بقية الضمائر . ويمكن استعمال would مع we و I.

لاحظ المثال التالي :

* If he were strong, he would carry this heavy suit - case.

يجوز استعمال were بدلا من was بعد if في النوع الثاني من الجمل الشَرطية .

3 . Impossible

النوع الثالث : المستحيل . أمثلة :

a . If I had gone yesterday, I | would have / should have / could have / might have | seen him.

b . I would have bought it if I had had enough money.

c . If he had studied well last year, he would not have failed.

d . He did not visit me. If he had visited me, I would have been pleased.

e . The weather was cold. If it had been fine, I might have gone for a walk.

This condition is used to express something that did not happen.

"If" is followed by past perfect. The main clause is perfect conditional

يستعمل هذا النوع لتعبير عن حدث لم يقع في الماضي . وتكون if بمعنى (لو) .

فلذا كان فعل الشرط مكونا من had يتبعه اسم مفعول ، نضع في جواب الشرط عادة would have ويتبعه التصريف الثالث للفعل .

واذا كان جواب الشرط مكونا من might have, could have, would have, should have يتبعه اسم مفعول ، نضع في فعل الشرط had يتبعه التصريف الثالث للفعل.

تنبيه :

١. تصبح (be) بعد if في الحالة الاولى are, is, am حسب الفاعل . وفي جواب الشرط تصبح (be) عادة will be . مثال :

- If he (be) in Beirut, he will be able to see the sea.
- If he is in Beirut, he will be able to see the sea.

٢. تصبح (be) بعد if في الحالة الثانية were, was حسب الفاعل . ويمكن استعمال were بدل was . وفي جواب الشرط تصبح (be) عادة would be . مثال .

- She would be glad if she (be) in London.
- She would be glad if she were in London.

٣. تصبح (be) بعد if في الحالة الثالثة had been . وفي جواب الشرط تصبح (be) عادة would have been . مثال :

- If I (be) in Paris, I would have been able to meet him.
- If I had been in Paris, I would have been able to meet him.

Exercise 66

Choose the suitable answer: اختر الجواب المناسب

1 . If the bus comes, I (would get, would have got, will get, get) into it.
2 . If it stopped raining, we (may go, might go, went, might have gone) for a walk.
3 . If you had visited Babylon, you (could see, could have seen, see, can see) the wonderful ruins. اطلال
4 . He (would have borrowed, would borrow, will borrow, borrow) a book if he went to the library.
5 . We shall sleep on the roof at night if it (got, get, had got, gets) hot.
6 . If he (had, has, have, had had) a car, he wouldn't have gone by coach.
7 . If he had got some news, he (may, might, may have, might have) written to you.
8 . If the sick man took the medicine, he --------- better.
(a) will feel (b) would have felt (c) would feel (d) felt
9 . If they play well, they ---------- the cup.
(a) might win (b) may win (c) might have won (d) won

10 . If I don't leave just now, ----- late.

(a) I should be (b) I shall be (c) I should have been (d) I would be

11 . We would listen to the news if you (turned, turning, had turned, turn) on the radio.

12 . If they had gone to the theatre, they ----- seen the play.

(a) might (b) may (c) may have (d) might have

13 . I'll believe him if he (tell, told, will tell, tells) the truth.

14 . He'd leave for Morocco if he (receives, received, receive, had received) the money.

15 . He will withdraw forty pounds if he (call, called, calls, will call) at the bank tomorrow.

16 . What would you do if you ----- your driving licence? اجازة السياقة

(a) will lose (b) had lost (c) lose (d) lost

17 . If I met him tomorrow, I ----- him the letter.

(a) would have given (b) gave (c) would give (d) will give

18 . If he (has, have, had, had had) enough money, he could pay in cash. نقداً

19 . If he (study, studied, had studied, studies) hard enough, he will pass the exam.

20 . He would get high marks if he (studies, studied, had studied, study) hard

21 . If he (is, were, are, will be) at the party, he would be pleased.

22 . If we (arrives, arrive, arrived, had arrived) late, we should have to take the next train.

23 . If it (was, are, be, is) expensive, she won't buy it.

Exercise 67

Put the verbs in brackets in the right tense:

صع الأفعال بين القوسين في الأزمنة الصحيحة :

1 . If mother (go) to market, she will do some shopping.

2 . If I (meet) my friend, we would go to the zoo.

3 . If you (wait), the bus will come.

4 . If he had found the key, he (unlock) the door.

5 . I would let you know if I (hear) the news.

6 . If you (drop) it, it would break.

7 . If the food (be) bad, I won't eat it.

8 . We could have been on time if we (take) a taxi.

9 . You might get fat if you (eat) too much.

10 . I'm sure she will do well if she (join) the university.

11 . What would happen if the wooden bridge (break)?

12 . I should have come yesterday if I (have) nothing to do.

13 . He will call on you if he — time.(have)

14 . If you don't shut the window, we all (catch) cold.

15 . Her parents (be) pleased if she passes the examination.

16 . If my brother (come) tomorrow, I would break the news to him.

17 . If he (do) this, I shall be surprised.

18 . I (tell) you if I had known.

19 . She (be) worried if she did not receive a letter from him.

20 . If my car (not break) down, I should have arrived in time.

21 . We would feel cold in winter if we (wear) light clothes.

22 . If the policeman had come earlier, he (catch) the thief.

23 . If you (feel) tired, you should have to have some rest.

24 . If you (not get) a ticket, you can't get into the cinema.

25 . We will go into the country if it (not rain) tomorrow.

26 . If you (make) this mistake again, he would be angry with you.

27 . You could do it if you (try).

28 . If you (water) the flowers, they would not have died.

29 . You might catch the train if you (run) faster.

30 . If it (rain), I shall stay indoors.

Exercise 68

Put the verbs in the correct tense: ضع الافعال بين القوسين ب الزمن الصحيح :

1 . If the tree (fall) down, it would break the window.

2 . You will drop it if you (not be) careful.

3 . If they had not kept the dog loose, it (not bite) the postman.

4 . If you (fly) to Beirut, you would see the sea.

5 . The boy (die) if the driver had not braked hard.

6 . If they (have) some more time, they would finish the work.

7 . If he had been more careful, he (not lose) the money.

8 . If it (be) mine, I should give it to you.

9 . If a storm (take place), many houses would fall down.

10 . We (enjoy) the play better if it had not been so long.

11 . They would do it if they (can).

12 . If the bell (ring) at 7. 30, we should have to get up earlier.

13 . If I (see) a house on fire, I would call the fire brigade. فرقة الاطفاء

14 . Will you come if I (phone) you?

15 . If there (be) a good film next week, we (go) to see it.

16 . We (have) a long holiday if summer sets in. يبدأ

17 . If the bags (be) light, I can carry them.

18 . If she (work) hard last year, she (pass) the exam.

19 . If it cost much money, she (not buy) it.

20 . He drove the car quickly. If he (drive) it slowly, he (not have) an accident.

21 . I will phone the police if a theft (happen). تحدث

22 . We might have understood him if he (speak) in English.

23 . I did not see you. If I (see) you, I (lend) you some money.

24 . If you (leave) him a note, he might read it.

25 . I would not have caught the last bus if I (be) late.

26 . If it had rained, the journey (be) more difficult.

Exercise 69

Complete the following: أكمل الجمل التالية :

1 . If I bought the book, ----------

2 . If the bank is open, ----------

3-If the train had arrived,... 4-If he went to the post office,... 5-I'd be pleased if you... 6-... If he had a passport. 7-You could see the animals if... 8-If I were a doctor,... 9-If Wisam has enough time, ...10-I'll write to him if he... 11-... If the weather gets colder. 12-If I had a thousand pounds,... 13-The boys would swim if... 14-If he'd been hungry,... 15-He could get up early if... 16-If the sun didn't shine... 17-... if he saved enough money.18-If he had known your address,..19-If I were you,لو كنت بدلك

... 20-If there is fire,حريق... 21-She would go to the butcher's if... 22-If my tooth hurt, يـؤلمني... 23- If...,he wouldn't travel by train. 24-If you had kept the money in your pocket, جيب... 25-He would be angry if... 26-You could have seen Babylon if... 27-He would go abroad خـارج القطـر if you... 28-If my brother came next Monday,... 29-He can pass the examination if... 30-If the train..., an accident would have happened. 31-If you have finished your work earlier,... 32-If it began to rain,... 33-The police could have arrested the thief if they... 34-He may buy a mobile if he... 35-The driver wouldn't have hit the boy if... 36-She would not go to school if... 37-If he had had enough money, he... 38-If the weather الطقـس were hot tomorrow,... 39-If the telephone rings,... 40-If the coat is inexpensive, رخيصة... 41-If the trees are watered, تُسقى... 42-Will you buy me the book if...? 43- If I were in your shoes لو كنت في مكانك .....

ملاحظة: لربط جملتين و جعلها جملة شرطية conditional sentence نذكر if يتبعها عادة فعل مضارع و يكون جواب الشرط في المستقبل، أمثلة:

She goes to the bank. She will cash the cheque.تصرف الصك (Condition.Use if)

If she goes to the bank, she will cash the cheque. الجواب

-He gets the money. He pays the rent. يدفع الأيجار (Cause and Effect Use:if.)

If he gets the money he will pay the rent. الجواب

لاحظ إذا كان جواب الشرط مضارعاً، نُضيف عادة will يتبعه المصدر المجرد. و عند وجود s الشخص الثالث في الفعل المضارع نحذفه.

-He will see the famous Spiral Minaret. He will go to Sammara. (Use: if.)

He will see the famous Spiral Minaret if he goes to Sammara. سامراء الجواب

(or) If he goes to Sammara he will see the famous Spiral Minaret. المئذنة الملوية

لاحظ إذا كان الفعل في المستقبل فإننا نحذف will عندما نذكره بعد if. و إذا كان الفاعل it, she, he أو كان اسماً مفرداً نُضيف s الشخص الثالث إلى الفعل المضارع.

-They will not take a taxi. They will be late for the lecture. المحاضرة (Use: if.)

If they don't take a taxi, they will be late for the lecture. الجواب

-He will not wake up. The alarm clock will not go off. تدق (if)

He will not wake up if the alarm clock does not go off. الجواب

لاحظ إذا كان فعل الشرط منفياً مثل will not نذكر do not بعد if مع I و you و مع الفاعـل الجمـع. نذكر does not مع الفاعل المفرد يتبعها المصدر.

-There will be heavy rain. A flood will take place. يحدث (Use: if.)

If there is heavy rain a flood will take place. الجواب

عند وجود shall be, will be فإنها تصبح am أو is أو are بعد if حسب الفاعل.

-He will have a computer. He will send us an e-mail. (Condition شرطية)

If he has a computer, he will send us an e-mail.

عند وجود will have فإنها تصبح have أو has بعد if حسب الفاعل.

Exercise: 69 (a) Join the following sentences using the prompts given:

أربط الجمل الآتية بأستعمال الكلمات الدالة:

1-He finishes the work. He will get the wages. الأجرة (if) 2-She sees the manager. She asks for a rise. ترفيع (if) 3-There will be a flood. فيضان Lots of people will become homeless. بدون مأوى (condition) 4-He will not stop smoking. He may catch cancer. السرطان (if) 5-I shall be busy. I can't go to the concert. حفلة موسيقية (if) 6-He will have a car. He will not go to the office by bus. (if)

Exercise: 69 (a) أجوبة

1-If he finishes ..., he will get .... 2-If she sees the ..., she will ask for ... 3-If there is a flood, lots of people will become ... 4-If he doesn't stop..., he may catch ... 5-If I am busy, I can't go ... 6-If he has a car, he will not go

Note: 'If' can be replaced by the following:

ملاحظة: يُمكن إستعمال الكلمات التالية بدلاً من If :

(أ)تُستعمل unless و تعني (ما لم) في الأنواع الشرطية الثلاثة. مثل:

Unless you have enough money, you can't buy a camera.
Unless he studied hard, he would fail.
Unless she had followed the doctor's advice, she wouldn't have got better.

الشرح: يكون الفعل بعد unless دائماً مثبتاً و يكون جواب الشرط على الأغلب منفياً حسب معنى الجملة.

(ب) يُمكن حذف if في النوعين الأول و الثاني من الجملة الشرطية و نذكر بدلها should يتبعه المصدر. مثل:

Should he travel to Mousl, he will (or would) see the winged bull. الثور المجنح

(ج) يُمكن حذف if في النوع الثاني في الجمل الشرطية و إستعمال were بدلها. مثل:

Were I rich, I should help the poor.

(د) يُمكن حذف if في النوع الثالث من الجمل الشرطية و إستعمال had بدلها. مثل:

Had he had a passport, he would have travelled to India.

Exercise: 70 Complete the following: أكمل الجُمل الآتية:

1-Unless you had a stamp, طابع ...

2-Had I reached the station earlier, ...

3-Unless you get up early, ...

4 . He cannot travel to Europe unless he ----------.

5 . Were he rich, ----------.

6 . Had she locked the door, the thief -----------.

7 . Unless he had run fast, ---------.

8 . If you listened to your teachers carefully, --------.

9 . Unless he invites me, I -----------.

10 . Had I read this before the examination, ------.

11 . I might have learnt more English if ------------.

12 . Don't pay him unless -------------.

13 . Unless I know his address, ---------.

14 . You will get wet if ---------.

15 . Had he not been absent, -------------.

16 . You will never learn swimming unless ------------.

17 . I should not have made such a mistake if -------.

18 . Flowers will not grow well unless --------.

19 . Unless you return his book, -----.

20 . He would not have passed the test unless --------.

21 . Had he had enough time, ----------.

22 . Were my camera with me, ------.

23 . Should he go to Beirut, ---.

24 . --- unless he takes the medicine.

Relative Pronouns and Clauses

ضمائر وجمل الوصل

How to join two simple sentences into one complex sentence by using a relative pronoun.

كيف تربط جملتان بسيطتان لتصبح جملة معقدة واحدة باستعمال ضمير وصل .

Note: The following relative pronouns "who, whom, which that, whose" introduce a relative clause (adjectival clause)

لمعرفة او لتكوين جملة الوصل (أي الجملة الوصفية) وتسمى **adjectival clause** أو **relative clause** فانها تبدأ باحدى ضمائر الوصل التالية :

whose, that, which, whom, who وتسمى **relative pronouns** وتعني (الذي ، التي ، الذين ، . .) . والجملة الوصفية يسبقها اسم او ضمير موصوف امثلة :

a . That is the boy **who broke your bicycle**.

b . I know the **man whom you met at the airport**.

c . The pen **which is on the desk** is mine.

d . I saw a dog **that was lying on the grass**.

e . The girl **whose hair is golden** is French.

1 . "Who" is a relative pronoun that stands for the subject and refers to persons.

who ضمير وصل يُستعمل كفاعل للاشخاص بدلا من They, She, He . امثلة :

a . The man is called a butcher. He sells meat.

The man who sells meat is called a butcher.

لربط الجملتين :

١ . نحذف من الجملة الثانية ضميرا أو اسما يعود على اسم في الجملة الاولى . لذا حذفنا He .

٢ . نضع في بداية الجملة الثانية ضمير وصل مناسب . لذا وضعنا **who** .

٣ . الجملة الثانية اي جملة الوصل تصف اسما في الجملة الاولى ، فنضع الجملة الثانية بعد الاسم الموصوف المذكور أما في بداية الجملة الاولى او في نهايتها . لاحظ اننا وضعنا جملة **who sells meat** بعد الاسم الموصوف The man ثم لكم لنا الجملة الاولى .

b . That is a girl. She wants to be a nurse.

That is the girl who wants to be a nurse.

نحذف She من الجملة الثانية ونضع بدله **who** في بداية الجملة الثانية ثم نضع الجملة الثانية بعد الاسم الموصوف في الجملة الاولى **the girl** .

c . The men are farmers. They work on the farm.

The men who work on the farm are farmers.

نحذف الضمير They من الجملة الثانية . واذا كان يعود على اسم للاشخاص نضع **who** في بداية الجملة الثانية ثم نربط الجملتين .

2 . "Whom" or "that" is a relative pronoun that stands for the object and refers to persons.

whom أو that ضمير وصل يُستعمل كمفعول به للاشخاص بدلا من them, her, him .

امثلة :

a . Is that the pupil? You taught him last year.

Is that the pupil that (or whom) you taught last year?

من الجملة الثانية تحذف الضمير him وتضع بدله that أو whom في بداية الجملة الثانية ثم تضع الجملة الثانية بعد الاسم الموصوف في الجملة الاولى .

Note: If the relative pronoun is an object, it may be omitted.

ملاحظة : اذا كان ضمير الوصل مفعولا به (اي اذا جاء بعد فعل او بعد حرف جر) فيمكن حذفه ، لذا يمكن حذف that و whom :

Is that the pupil you taught last year?

تنبيه : عند وجود علامة استفهام في نهاية الجملة الاولى ، نضعها بعد ربط الجملتين .

b . The woman was wearing a blue coat. I gave the letter to her.

The woman that (or whom) I gave the letter to was wearing a blue coat.

(or) The woman to whom I gave the letter was wearing a blue coat.

اذا جاءت her بعد فعل أو بعد حرف جر فهي مفعول به .

وعند وجود حرف جر مثل by, on, about, for, from, with, to قبل الضمير الذي نحذفه ، نستعمل ضمير الوصل whom ونضع عادة حرف الجر قبله

يمكن حذف whom, that لانه مفعول به

The woman, I gave the letter to, was wearing a blue coat.

c . Those are the lawyers. We met them at the party yesterday.

Those are the lawyers that (or whom) we met at the party yesterday

من الجملة الثانية نحذف them واذا كان يعود على الاشخاص نضع بدله that او whom في بداية الجملة الثانية ثم نربط الجملتين .

ويمكن حذف that و whom لانه مفعول به :

Those are the lawyers we met at the party yesterday.

3 . "Which" or "that" is a relative pronoun that stands for the subject and object and refers to things.

which أو that ضمير وصل يُستعمل كفاعل للاشياء بدلا من It و They ويُستعمل كمفعول به للاشياء بدلا من it و them . امثلة :

a . The bicycle is mine. It is under the tree.

The bicycle that (or which) is under the tree is mine.

من الجملة الثانية تحذف It ونستعمل that أو which ثم نضع الجملة الثانية بعد الاسم الموصوف The bicycle

b . Are these the letters? They must be posted today.

Are these the letters that must be posted today?

من الجملة الثانية تحذف They واذا كان يعود على الاشياء نضع بدله that أو which في بداية الجملة الثانية ثم نربط الجملتين .

c . Is this the house? He was born in it.

Is this the house that he was born in?

(or) Is this the house in which he was born?

تحذف it من الجملة الثانية لانها تعود على كلمة the house . وعند وجود حرف جر قبل الضمير الذي تحذفه نستعمل ضمير الوصل that ونبقي حرف الجر في مكانه ، أو نستعمل which ونضع عادة حرف الجر قبله . ويمكن حذف that و which لانه مفعول به :

Is this the house he was born in?

تنبيه : يمكن استعمال where (وتعني حيث) بدلا من in which

Is this the house where he was born?

d . The books are on science. I bought them last night.

The books that I bought last night are on science.

من الجملة الثانية تحذف them واذا كان يعود على الاشياء نضع ضمير الوصل that أو which في بداية الجملة الثانية ثم نضع الجملة الثانية بعد الاسم الموصوف .

يمكن حذف that و which اذا كان مفعولا به :

The books I bought last night are on science.

e . All the trees have been cut down. They were in this road.

All the trees that were in this road have been cut down.

f . She is the cleverest girl. I have ever taught her.

She is the cleverest girl that I have ever taught.

g . It is the most exciting film. We have ever seen it.

It is the most exciting film that we have ever seen.

عند وجود كلمة all أو صيغة التفضيل (اي الصيغة المنتهية بـ est والمسبوقة بـ the most مثل :

للأشخاص و that تُربط الجملتان تستعمل (the tallest ،the best ،the most wonderful، للأشياء . لا تستعمل whom أو which في هذه الحالة.

4. 'Whose' is a possessive relative pronoun that refers to persons and things.

whose ضمير وصل للتملك يعود على الأشخاص و الأشياء و يُذكر بدلاً **Their, Its, Her, His**

أمثلة

a. The man looks unhappy. His money was stolen. سُرقت

The man whose money was stolen looks unhappy. الجواب

b. The girl is pleased. Her mother bought her a present. هدية

The girl whose mother bought her a present is pleased. مسرورة

لاحظ في النموذج أعلاه أن **Her** تُحذف و يُذكر بدلها **whose** لربط الجملتين.

c. Jack is looking for(1) a book. Its cover is green. ١. يبحث عن

Jack is looking for a book whose cover is green. الجواب

d. The people will leave for Hilla. Their bags are on the platform(2).

٢. رصيف محطة القطار

The people whose bags are on the platform will leave for Hilla.

الشرح: من الجملة الثانية تُحذف **Their, Its, Her, His** و يذكر بدلها **whose** في بداية الجملة الثانية ثم تربط الجملتان.

e. I helped a beggar(3). The beggar's clothes were torn. ٣. شحاذ / ممزقة

I helped a beggar whose clothes were torn. الجواب

لاحظ عند وجود أسم ينتهي بـ s التملك فإنه يُحذف و تُربط الجملتان بـ **whose**.

f. Is that the professor? You will attend his lecture. تحضر محاضرته

Is that the professor whose lecture you will attend?

تحذف **his** و تذكر **whose** و الأسم الموجود بعد **his** و يوضع في بداية الجملة الثانية و تربط الجملتان

Note the following table: لاحظ الجدول الآتي:

من الجملة الثانية و لكي نربط الجملتين فإننا:

نحذف الضمائر **They, She, He** (للفاعل العاقل) و نذكر بدلها الضمير **who** في بداية الجملة الثانية.

و نحذف الضمائر **them, her, him** (للمفعول به العاقل) و نذكر بدلها **whom** أو **that** في بداية الجملة الثانية.

و نحذف الضمائر **They, It** (للفاعل غير العاقل) و نحذف الضمائر **them, it** (للمفعول به غير العاقل) و نذكر بدلها الضمير **which** أو **that** في بداية الجملة الثانية.

و نحذف صفات التملك **Their, Its, Her, His** و نضع بدلها **whose** في بداية الجملة الثانية.

Exercise 71: Join the following sentences by using relative pronouns

اربط الجمل التالية واجعلها جملا معقدة باستعمال ضمائر الوصل :

1 . That is the teacher. He teaches us English.

2 . The cat is sitting near the fire. I like it very much.

3 . The man seems happy. His son has passed the examination.

4 . The lady is a dentist. You saw her in my house.

5 . My friend has returned to Baghdad. I haven't seen him for a long time.

6 . Look at the stamps. I have just bought them.

7 . The woman is called a nurse. She looks after sick people.

8 . The people were kind. We stayed with them in London.

9 . The girl is French. Her eyes are blue.

10 . The man has just left. You want to see him.

11 . The boy is quite pleased. His father bought him a bicycle.

12 . Be careful when you cross streets. They are busy.

13 . The key is lost. We lock the door with it.

14 . The house belongs to Mr. James. Its garden is large.

15 . The children look sad. They have lost their ball.

16 . This is the best cloth. You can buy it.

17 . The boy broke the chair. He was in the garden.

18 . The boy broke the chair. It was in the garden.

19 . The books are found in the libraries. They were written by hand.

20 . He is one of the men. They work hard.

21 . The horses belong to those men. Their tails are white.

22 . That is the store. I usually buy fruit at it.

23 . The car is still in the garage. Its tyre is flat.

24 . Is this the ring? You're looking for it.

25 . The ring is worth forty pounds. She bought it.

26 . Ahmed is a friend of mine. He has become an engineer.

27 . The village is close to the river. He lives in it.

28 . The girl seems happy. Her aunt gave her a new watch.

29 . I saw the film. You told me about it.

30 . He is one of the pupils. I taught them last year.
31 . The bicycle is new. Zeki was riding on it.
32 . The soldier was wounded. His clothes were covered with mud.
33 . The boat has a yellow sail. It's near the bridge. جسر
34 . Yousif and Ali will become doctors. Their fathers are farmers.
35 . Samir wants to be a sailor. He went to Basrah.
36 . The dog belongs to Mr. John. It made noises at you.
37 . He spent all the money. I gave it to him.
38 . The driver was driving very fast. The policeman stopped him.
39 . All the trees bear fruit. You see them round the garden.
40 . The clocks work by electricity. They are in the streets.
41 . It is the funniest story. I have ever heard it.
42 . The pen is on the desk. I am used to writing with that pen.
43 . This is the most useful book. I have ever read it.
44 . The doctor will carry out the operation. You saw him in the clinic. عيادة
45 . I've found a book. Its cover is brown.
46 . It is the hottest day. We have ever had it.
47 . There is something. I want to say it.
48 . The man is called a chemist. He runs a pharmacy. صيدلية
49 . The cake tastes good. Your sister has made it.
50 . All the pictures are not for sale. You see them on the wall.
51 . The man is Japanese. I bought his car.
52 . I wish I knew the man. He wrote the book.
53 . Are these the shoes? You bought them in Beirut.
54 . Show me the watch. You found it two days ago.
55 . He's interested in a program. It is called "Open Sesame!". أفتح يا سمسم

Notes:

ملاحظات :

1 . "Why" is a relative adverb that refers to reason.

يُستعمل why كظرف وصل اذا ذُكر قبله اسم موصوف . مثال :

* He is angry. I know the reason. I know the reason why he is angry.

عند وجود كلمة **reason** تُربط الجملتان باستعمال **why**.

2 . "Where" is a relative adverb that refers to place.

يُستعمل **where** كظرف وصل للمكان (ومعناه حيث) اذا ذُكر قبله اسم موصوف. امثلة :

a . The accident happened. This is the place.

This is the place where the accident happened.

b . That is the road. Your friend lives there.

That is the road where your friend lives.

عند وجود كلمة تدل على المكان تربط الجملتان بـ where . لاحظ : تحذف كلمة there اذا وجدت

3 . "When" is a relative adverb that refers to time.

يُستعمل **when** كظرف وصل للزمن اذا ذُكر قبله اسم موصوف يدل على الزمن . مثل :

a . The train will arrive. Do you know the time?

Do you know the time when the train will arrive?

b . Spring is the season. Birds lay eggs.

Spring is the season when birds lay eggs.

<u>* How to fill in the blanks with relative pronouns and relative adverbs:</u>

<u>where when, why, whose, that, which, whom, who</u> * كيف تملأ الفراغ بـ

تنبيه: لملأ الفراغ يجب النظر الى ما قبل الفراغ وما بعد الفراغ. أمثلة:

1. That is the man ... helped me.

That is the man who helped me. الجواب

- Firas <u>who</u> is a friend of mine speaks English well.

١. عند وجود اسم للعاقل قبل الفراغ ووجود فعل بعد الفراغ ضع who في الفراغ.

2. That is the boy <u>whom</u> I helped.

عند وجود اسم للعاقل قبل الفراغ ووجود ضمير مثل they, we, she, he, you, I بعد الفراغ ضع whom أو that في الفراغ. وعند وجود حرف جر قبل الفراغ يسبقه اسم للعاقل استعمل whom مثل:

-The girl from <u>whom</u> I borrowed the dictionary is Huda.

لاحظ هذه الجملة:

-The pupil whom the teacher punished was Tom.

3. The tree <u>which</u> gives dates is called a date - palm. النخلة

That is the house which Jack built.

٣. عند وجود اسم لغير العاقل قبل الفراغ استعمل which أو that في الفراغ. وعند وجود حرف جر قبل الفراغ يسبقه اسم لغير العاقل ضع which في الفراغ. مثل:

This is the pen with which I am used to writing.

4. The man <u>whose</u> son is my friend owns a farm. مزرعة

The dog <u>whose</u> tail is yellow barked at the stanger. نبح على الغريب

Haytham has a house <u>whose</u> garden is large.

٤. عند وجود اسم (للعاقل او لغير العاقل) قبل الفراغ ووجود اسم (للعاقل او لغير العاقل) بعد الفراغ يعود على الاسم المذكور قبل الفراغ استعمل whose في الفراغ.

5. Do you know the reason why she looks so happy?

٥. عند وجود كلمة reason قبل الفراغ استعمل why في الفراغ.

6. Let me know the time when you'll return from Morocco.

عند وجود كلمة تدل على الزمن مثل season, year, month, day, hour, time قبل الفراغ استعمل when في الفراغ.

7. The house where Mazin lives overlooks the river. يطل على النهر

عند وجود اسم مكان مثل shop, place, house, building, flat, market, street, town, garden ووجود جملة تدل على المكان بعد الفراغ استعمل where (معناها حيث) في الفراغ.

تنبيه: عند وجود كلمة all او صيغة التفضيل (اي الصيغة المنتهية بـ est والمسبوقة بـ the most) قبل الفراغ، ستعمل في هذه الحالة that بدلاً من which و whom امثلة:

- He showed me all that he had painted. رسم

It is the funniest film that we have ever seen.

She is the most beautiful girl that I have met.

Exercise 72

Fill in the blanks with suitable relative pronouns or relative adverbs:

املأ الفراغات بضمائر وصل أو ظروف وصل مناسبة:

1. **The watch - - - you gave me is made in Japan. (whom, who, which, whose)**
2. **Is that the girl - - - helped you? (why, whom, whose, who)**
3. **The man - - - money was stolen looks sad. (which, whose, whom, why)**
4. **The dictionary - - - I bought is quite useful. (whose, who, whom, which)**
5. **The lady, - - - car is white, lives in this house. (why, when, whose, where)**
6. **The driver - - - lives next door has three children. (whose, who, whom, which)**
7. **The lawyer, - - - wife is a nurse, left for Basrah. (who, whom, why, whose)**
8. **Do you know the reason - - - she's angry? (which, who, why, whom)**
9. **The boy, - - - hair is long, broke the window. (why, which, whom, whose)**
10. **The tree --- gives dates is called a date - palm. (whose, why, whom, which)**
11. **I'm looking for a book --- cover is green. (which, who, whose, whom)**

12 . Baghdad is famous for the fish --- people eat by the river.

13 . The people --- were in the train were friendly. **(whom, which, who, whose)**

14 . The camel on --- Samir rode was brown. **(who, which, why, whom)**

15 . The man --- sells medicines is called a chemist. (which, who, whose, whom)

16 . The apples --- are on that tree are still green. **(why, whom, which, who)**

17 . The girl --- mother is a nurse is very clever. **(whose, who [illegible], which)**

18 . The runner --- ran very fast won the gold medal. رسام

19 . The teacher --- you want to see has just left school. (whom, which whose, where)

20 . Do you know the man --- has just passed us? (which, whom, who, who

21 . The eggs --- are in the basket are fresh. (who, whose, which, whom)

22 . Babylon --- thousands of people visit every year lies near Hillah.

23 . That is the house --- belongs to my uncle.

24 . Yousif lives in a house --- windows overlook the river.

25 . The house --- he used to live is visited by lots of people.

26 . All the stamps --- you see in this album are my brother's.

27 . The date - palm is the most useful tree --- grows in Iraq.

28 . The garage --- he keeps his car is at the back of the house.

29 . Write down the year --- you were born. **(whom, who, whose, when)**

30 . The people --- you were living with in London are coming to see you

31 . Would you show me a store --- fish is sold? **(why, where, whom, whose**

32. She lent me all — — — she had saved. (that, whose, whom, who)

33 . The pupil --- name I can't remember has lent me this umbrella

34 . The man about --- you are talking has left for Kirkuk.

35 . It is the most wonderful show --- we have ever seen.

36 . Samir is one of the brightest boys --- I have ever taught.

37 . **The coffee house — — — he sits overlooks the river. (why, where, whose, w**

38 . I don't know the reason --- he looks so sad.

39 . I well remember the day --- we first met. **(when, who, whose, whom**

40 . Fortunately he wasn't in the building at the time --- the fire broke ou

41 . All the goods --- were on that shelf have been sold. (which, who, whom, that)

42 . Summer --- schoolboys have their holiday is hot.

43 . This is the best gift --- you can give her. (that, why, whom, whose)

44 . The dress --- Suha is wearing is lovely. (who, whose, whom, which)

45 . Is this the bus by --- you go to the office? (that, whom, which, who)

46. The first Iraqi swimmer --- swam across the English Channel in 1957 was Aladdin al. Nawab.

لاحظ كلمات الربط التالية : what (تعني ماذا) ، how (تعني كيف) . مثل :

1 . Do you know what he wants?

2 . My brother knows how to drive a car.

Exercise 73

Add suitable adjectival clauses: اضف جُملا وصفية مناسبة :

1 . That is the doctor who ----------.

2 . Is this the car --------------?

3 . The man -------- is called a butcher.

4 . I met a woman whose ---------.

5 . Is that the driver to whom --------?

6 . The TV set ---------- is of good quality.

7 . That is the shop where ----------.

8 . The lady ------ was ill.

9 . The reason --------- is not known.

10 . Boys ------ always pass the exam.

11 . The farmer ------- has three children.

12 . He said he didn't know the time -----.

13 . The thief -------- was caught.

14 . Show me the camera --------.

15 . The girl whom ---------- has a smiling face.

16 . Milk ---------- is good for the body.